

NRRS 1441.1

Updated: October 14, 2022



NASA Records Retention Schedules

Schedules Approved by the Archivist of the United States

NASA Record Series with Notes

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PREFACE

P.1 These NASA Records Retention Schedules (NRRS) set forth the retention periods of Federal records created, received and/or maintained by National Aeronautics and Space Administration (NASA) employees and contractors. They were formerly included in NPR 1441.1 from which they have been extracted since they are approved by the National Archives and Records Administration (NARA) and not by NASA.

P.2 This document is called forth in NPR 1441.1, NASA Records Management Program Requirements, for mandatory use in the maintenance and disposition of NASA records, in compliance with 36 CFR Chapter 1220.34.

P.3 This revised edition correlates schedule items with the Agency Filing Scheme (AFS) found as an appendix in NPR 1441.1. The AFS is the NASA subject numbering scheme for filing and records tagging. The NRRS also incorporates some of the General Records Schedules (GRS) produced by NARA as well as NASA's Privacy Act Systems of Records.

P.4 The process for creating new retention schedules and making changes to the NRRS is provided in NPR 1441.1.

NASA Record Series with Notes

Introduction

I.1 NASA RECORDS RETENTION SCHEDULES ORGANIZATION AND FORMAT

- a. The NASA Records Retention Schedules (NRRS) are divided into the following 10 subject categories, which are correlated to the Agency Filing Scheme (AFS).
- Organization and Administrative
 - Legal and Technical
 - Human Resources - Personnel
 - Property and Supply
 - Industrial Relations and Procurement
 - Transportation
 - Program Formulation
 - Program Management
 - Financial Management and Inspector General
 - Common Documentation
- b. Schedule 1, "Organization and Administrative Records," and Schedule 10, "Documents Common to Most Offices," will be used by nearly all offices. Schedules 2 through 9 will be used according to office function/operation.
- c. The schedules are arranged into six columns:

ITEM	This column includes the reference number given to the series of records descriptions in the third column. The format of the citation is formatted that the schedule number is included before the "/" and the item/sub-item follows. These numbers are a key identifier for records and are used when completing organizational records inventories or file plans, sending records to storage, or adding metadata to electronic records.
NAME	Name indicates the title heading of the records series in the description column.
DESCRIPTION	Description provides descriptions of each category and series of records. The Office of Primary Responsibility (OPR) is also indicated along with specific center instructions, if necessary.

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RETENTION	<p>Retention indicates the required period of time the records are required to be maintained by NASA whether onsite or in inactive storage. NOTE: The statement, “RETIRE TO FRC,” can be interpreted as “MAY RETIRE TO FRC OR OTHER APPROVED INACTIVE STORAGE.” The Center Records Manager approves the storage arrangement. “<Authority>” provides the NARA Job Number that approved the disposition and retention for the Records Series described. Some records series map to a NARA General Records Schedule (GRS). In those cases, the GRS citation is included in this column. It should be noted that neither the NARA Job Number nor the GRS citation are included as part of the NRRS schedule/item citation.</p>
PUBLIC NOTES	<p>Public notes includes any explanatory notes to help further interpret the schedules or note any restrictions on applicability.</p>
CONTENT TYPES	<p>Content Types/Description continued is a field where different record series can be “tagged” with information about records most commonly associated with that retention schedule item in order to facilitate better natural language keyword searches. This can include form numbers, database names, or “commonly used” titles. Inclusion of content type keywords must be approved by Records Management staff for inclusion.</p> <p>This field also includes additional information from the “Description” column if the length of the description could not fit within the allowable character count of that field.</p>

NASA Record Series with Notes

NRRS 1: ORGANIZATION AND ADMINISTRATIVE RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices.

This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 1 are the general, management, and administrative types of records essential to ordinary office operations but distinct from the records of functional activities as set forth in other NASA Records Retention Schedules. Some of the records categorized and listed are found only in offices at the upper management levels; others are found at almost every organizational level. Offices with functional management responsibilities will usually need to consult at least one other schedule, in addition to NRRS 1, in order to effectively control the disposition of their records.

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/002.0.A	EMERGENCY PREPAREDNESS POLICY FILES	<p>A. One record copy of each plan or directive issued, if NOT included in the agency's permanent set of master directives.</p> <p>Record copy of each agency wide or center emergency directive, plan, and procedure issued by the responsible office, including related background papers and program development reports consisting of a copy of each plan or directive issued.</p>	<p>* PERMANENT *</p> <p>CUT OFF WHEN SUPERSEDED.</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN 15 YEARS OLD IN 10 YEAR BLOCKS. (e.g., offer 1970-79 block in 1995).</p> <p>[DA: N1-255-94-1] (N 1-20)</p>		
01/002.0.B	CONTINUITY AND EMERGENCY PLANNING RECORDS	<p>Continuity planning and related emergency planning files.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • records on continuity and emergency planning administrative and operational activities: * briefing materials and presentations * status reports * informational papers * files documenting policy or plan development, including policy studies * procedures, operational manuals, and related development records * implementation guidance * related correspondence 	<p>DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE.</p> <p>[GRS 5.3-010]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> * Memorandum (s) of Understanding * Delegations of Authority/Orders of Succession <ul style="list-style-type: none"> • continuity plans or directives and supporting documentation, including but not limited to: * Continuity of Operations (COOP) plans * Devolution Plans Occupant Emergency Plans (OEP) * Emergency Action Plans (EAP) * Facility Emergency Action Plans (FEAPS) * Records Emergency Plans (REMT) * Disaster Recovery Plans (DRP) * Pandemic Influenza Plans <ul style="list-style-type: none"> • records on continuity or emergency tests or exercises, such as: * instructions to members participating in tests * staffing assignments * records of tests of communications and facilities <ul style="list-style-type: none"> • evaluative reports on continuity or emergency tests or exercises, such as: * result reports * readiness reports * risk and vulnerability assessments * site evaluations and inspections * corrective action plans * after action reports/improvement plans 			
01/002.5	EMPLOYEE EMERGENCY CONTACT INFORMATION	Records used to account for and maintain communication with personnel during emergencies, office dismissal, and closure situations. Records include name and emergency contact information such as phone	DESTROY WHEN SUPERSEDED OR OBSOLETE, OR UPON SEPARATION OR TRANSFER OF EMPLOYEE.		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		numbers or addresses. Records may also include other information on employees such as responsibilities assigned to the individual during an emergency situation.	[GRS 5.3-020]		
01/006.5.A	PARTNERSHIP AGREEMENTS	<p>Includes signed agreements such as reimbursable, non-reimbursable, funded, or unfunded agreements, and A amendments, between NASA and other entities such as other Federal agencies, commercial businesses, state and local governments, foreign entities, academia, and non-profit institutions. May also include substantive supporting documents providing additional information on the development and execution of the agreement.</p> <p>EXCLUDES: Financial transaction records associated with such agreements. These records are covered by items in Schedule 9. Also excluded are contracts, grants and other procurement managed agreements described in Schedule 5; as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, etc.</p>	<p>Permanent. Cut off when the agreement is expired, terminated or superseded.</p> <p>Transfer to National Archives 15 years after cutoff.</p> <p>[DAA-255-2022-0002-0001]</p>		
01/006.5.B	PARTNERSHIP AGREEMENTS	Supporting documentation created in formulating agreements.	Temporary. Cut off when the agreement is expired, terminated, or superseded.		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Supporting documentation includes but is not limited to: non-substantive correspondence, proposals, Estimated Price/Cost Reports (EPRs/ECRs)	Destroy 15 years after cutoff or when related agreement is transferred to NARA. [DAA-255-2022-0002-0002]		
01/007.0	INTERNAL AGREEMENTS	<p>Case files of agreements between or within NASA Centers or organizations concerning work to be accomplished, or products, services, or resources to be provided. These agreements are routine and administrative in nature, clarify the responsibilities of both parties and describe a service or work to be accomplished and performance targets.</p> <p>EXCLUDES: Financial transaction records associated with such agreements. These records are covered by items in Schedule 9. Also excluded are contracts, grants and other procurement managed agreements described in Schedule 5; as well as specific types of functional agreements covered elsewhere, such as software usage agreements, non-disclosure agreements, real estate agreements, environmental agreements, substantive internal agreements maintained with the Center Director, etc.</p>	<p>Temporary. Cut off when the agreement is expired, terminated, or superseded, or when no longer needed for business use, whichever is longer. Destroy 3 years after cutoff. [DAA-255-2022-0002-0003]</p>		
01/008.0.A.01	HISTORICAL ITEMS/SOURCE FILES - 1945 - 1989	A. HISTORY SUBJECT FILES (Located in Agency/Center History Offices, including any indexes or finding aids if available.)	* PERMANENT * RETAIN RECORDS IN AGENCY FOR 5 YEARS,		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>1. 1945 - 1989</p> <p>Material in this collection dates from 1945 to 1989 and may be contained in boxes, lektrievers, or file cabinets. Material is marked and accounted for in two categories: (1) Dated/marked when material is added to collection; and (2) Dated/marked when material is accessed for research purposes.</p> <p>Records that have unusual or immediately recognizable historical significance and are filed among other records that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.</p>	<p>STARTING JANUARY 1993. TRANSFER TO THE NATIONAL ARCHIVES NO LATER THAN DECEMBER 31, 1998, UNLESS THERE IS AN AGENCY REQUEST CERTIFYING ACTIVE AGENCY USE AND NEED. SUCH REQUEST WILL SPECIFY NEW TRANSFER DATE FOR MATERIAL SO CERTIFIED.</p> <p>[DA: N1-255-94-1, 8] (N 1-8)</p>		
01/008.0.A.02	HISTORICAL ITEMS/SOURCE FILES - 1990 AND CONTINUING	<p>A. HISTORY SUBJECT FILES (Located in Agency/Center History Offices, including any indexes or finding aids if available.)</p> <p>2. 1990 and Continuing.</p> <p>Records that have unusual or immediately recognizable historical significance and are filed among other</p>	<p>* PERMANENT * RETAIN IN AGENCY SPACE UNTIL NO LONGER NEEDED OR WHEN 25 YEARS OLD WITH 5 YEARS CONSECUTIVE INACTIVE AGENCY USE OR UNTIL 30</p>	[Note: Excluded are electronic copies of agency records made for convenient reference.]	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		records that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.	YEARS OLD, WHICHEVER IS LONGER. [DA: N1-255-94-1, 8]		
01/008.0.B	HISTORICAL ITEMS/SOURCE FILES - READY REFERENCE MATERIAL	B. READY REFERENCE MATERIAL Reference material published/sponsored by NASA (Shelf documentation/books). Records that have unusual or immediately recognizable historical significance and are filed among other records that are scheduled for disposal will be noted and removed from the file before transfer or destruction. Agency histories and selected background materials. Narrative agency histories, including oral history projects prepared by agency historians or public affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention.	RETAIN INDEFINITELY IN AGENCY SPACE UNTIL NO LONGER NEEDED, OR DESTROY WHEN 75 YEARS OLD, WHICHEVER IS LONGER. [DA: N1-255-94-1] [DA: N1-255-09-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/009.0.A	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) - COMPLETED VOLUMES	A. MATERIALS RELATED TO COMPLETED VOLUMES (After publication of the finished book.) Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable records.	DESTROY 6 YEARS AFTER PUBLICATION. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 1-29)		
01/009.0.B	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) - FUTURE VOLUMES	B. MATERIALS ACCUMULATED FOR FUTURE VOLUMES Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors' original notes; responses from readers; reviews; and comparable records.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/009.0.C	HISTORY OFFICE CONTRACTOR DELIVERABLES (BOOKS) - PUBLISHED MATERIALS/BOOKS	C. PUBLISHED MATERIALS/BOOKS Copies of documents collected and used as source data in preparation of historical volumes. Included are duplicates or copies of correspondence, reports, directives, pamphlets, publications or other official records; preliminary or partial drafts; authors' outline(s); authors'	* PERMANENT * TRANSFER ONE COPY ANNUALLY TO THE NATIONAL ARCHIVES. [DA: N1-255-94-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		original notes; responses from readers; reviews; and comparable records.			
01/010.0	HISTORY ARCHIVES BIOGRAPHICAL FILES	Biographical data, speeches, and articles by individuals who are of historical significance in aeronautics, astronautics, space science, and other concerns of NASA; correspondence, interviews, and various other tapes and transcripts of program activities.	MOST FILES ARE RETAINED INDEFINITELY IN AGENCY REFERENCE COLLECTIONS HISTORY OFFICES/ARCHIVES. DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/011.0	HISTORY OFFICE FILES – ADMINISTRATIVE	Routine office files, general correspondence, and other materials related to the day-to-day operations and management of the history office and its programs.	DESTROY WHEN 6 YEARS OLD. [DA: N1-255-94-1, 11] [DA: N1-255-09-1]		
01/012.0.A	ORGANIZATIONAL FILES	A. Organizational charts, NASA Directives, and reorganization studies, graphic illustrations, which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent of limits of an agency's programs and projects.	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. [DA: N1-255-94-1] (N 1-3)	[NOTE: Excluded from this series are those Organization Charts included in the NASA Directives System -- See Item 72 of this Schedule.]	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/012.0.B.01	ORGANIZATIONAL FILES	<p>B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field centers; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs.</p> <p>1. Office of Primary Responsibility, including the signatory and the office responsible for studying and developing the record.</p>	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. [DA: N1-255-94-1]		
01/012.0.B.02	ORGANIZATIONAL FILES	<p>B. Management appraisal files, narrative and statistical reports on significant accomplishments, accounts of and rationale for reorganizations, establishment or disestablishment of field centers; special reports on key planning studies, with related papers showing inception, scope, procedure, results, and case files on approved plans, policies, mission, and programs.</p> <p>2. All other offices/copies.</p>	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/013.0.A	FUNCTIONAL STATEMENTS - HEADQUARTERS	<p>A. RECORD COPIES HQ: OFFICE OF MANAGEMENT OPERATIONS, NASA DIRECTIVES & FEDERAL REGULATIONS (Record copy is included in NMI, NPD/NPR System)</p> <p>Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the</p>	* PERMANENT * SEE ITEM 72. [DA: N1-255-94-1] (N 1-2)		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.			
01/013.0.B	FUNCTIONAL STATEMENTS - CENTERS	<p>B. CENTERS Office of Primary Responsibility</p> <p>Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.</p>	<p>* PERMANENT * SEE ABOVE. [DA: N1-255-94-1, 13]</p>		
01/013.0.C	FUNCTIONAL STATEMENTS - ALL OTHER COPIES	<p>C. ALL OTHER COPIES</p> <p>Formally prepared descriptions of the responsibilities assigned to the senior executive officers of the agency at the division level or higher. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.</p>	<p>DESTROY WHEN OBSOLETE, SUPERSEDED, OR NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/014.0.A	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>A. RECORDS OF AND RELATED TO INTERAGENCY, ADVISORY, OR INTERNATIONAL BODIES</p> <p>Records include those related to establishment, organization, membership, and governing policies, as well as records created by the body (e.g. agendas, minutes, final reports and related records documenting the accomplishments of the official boards and committees).</p>	<p>* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD. [DA: N1-255-94-1, 14] (N 1-6, N 1-7, N 24-12, N 24-13)</p>	<p>[NOTE: Excluded from this series are:</p> <ul style="list-style-type: none"> • Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. • Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule. 	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>This schedule covers records created and maintained by temporary commissions, board, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members.</p> <p>For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.</p>		<ul style="list-style-type: none"> • Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.] 	
01/014.0.B.01	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>B. INTERNAL AGENCY COMMITTEES Records of the formation, membership, and charters of, and files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of the official boards and committees.</p> <p>1. Internal Agency Committees Related to the Agency's Mission Committees established by agency authority (not established by Public Law or executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of fulltime officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying</p>	<p>* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD. [DA: N1-255-94-1]</p>	<p>[NOTE: Excluded from this series are:</p> <ul style="list-style-type: none"> • Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. • Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule. • Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.] 	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>reorganizations, recommending new actions or developing multi-year plans.</p> <p>This schedule covers records created and maintained by temporary commissions, board, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members.</p> <p>For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.</p>			
01/014.0.B.02	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>B. INTERNAL AGENCY COMMITTEES Records of the formation, membership, and charters of, and files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of the official boards and committees.</p> <p>2. Internal Agency Committees Unrelated to an Agency's Mission Committees established by an agency for facilitative or operational purposes unrelated to the agency's mission and tasked with organizing events, selecting of interior furnishings, overseeing volunteer activities or employee recreational activities. Any</p>	DESTROY WHEN BUSINESS USE CEASES. [GRS 5.1-030]	<p>[NOTE: Excluded from this series are:</p> <ul style="list-style-type: none"> • Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. • Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule. • Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.] 	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		files created and/or maintained by the committee.			
		This schedule covers records created and maintained by temporary commissions, board, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members.			
		For convenience, the term "commission" is used in this schedule to cover all types of temporary organizations.			
01/014.0.C	TEMPORARY COMMISSIONS, BOARDS, COUNCILS, AND COMMITTEES	<p>C. RECORDS MAINTAINED BY INDIVIDUAL MEMBERS</p> <p>This schedule covers records created and maintained by temporary commissions, board, councils and committees (including continuing entities governed by renewable charters such as agency advisory committees). In the case of interagency bodies, this schedule covers the records maintained by the designated secretariat as well as records accumulated by other commission members.</p> <p>For convenience, the term "commission" is used in this schedule</p>	<p>DESTROY UPON TERMINATION OF MEMBERSHIP, OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>	<p>[NOTE: Excluded from this series are:</p> <ul style="list-style-type: none"> Records created by the Inventions and Contributions Board -- See Item 16 of this Schedule. Groups Established Under the Federal Advisory Committee Act (FACA) --See Item 20 of this Schedule. Routine and Ad Hoc Conferences and Meetings -- See Item 19 of this Schedule.] 	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		to cover all types of temporary organizations.			
01/015.0.A.01	CONGRESSIONAL FILES	A. Congressional Committee Files 1. Files pertaining to correspondence to and from Congressional Committees. This includes letters, hearings (including questions and material for the record), testimony, edited transcripts. Cutoff date is end of Congressional session.	*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES 15 YEARS AFTER CUTOFF. [DA: N1-255-00-6]		
01/015.0.A.02.A	CONGRESSIONAL FILES	A. Congressional Committee Files 2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities. A. HQ Office of Legislative Affairs (Office of Primary Responsibility) Cutoff date is end of Congressional session.	*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES 15 YEARS AFTER CUTOFF. [DA: N1-255-00-6]		
01/015.0.A.02.B	CONGRESSIONAL FILES	A. Congressional Committee Files 2. Reports to Congress - consists of statutory and other reports requested by Congress pertaining to NASA activities. B. All other offices and copies.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.0.B	CONGRESSIONAL FILES	B. Congressional Correspondence Files Correspondence with Members of Congress concerning information about NASA programs and projects; includes correspondence with Members of Congress pertaining to constituent requests. Cutoff date is end of Congressional session.	DESTROY 15 YEARS AFTER CUTOFF. [DA: N1-255-00-6] [DA: N1-255-09-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/015.0.C	CONGRESSIONAL FILES	C. Congressional Briefings Briefings provided to Members of Congress regarding NASA programs, projects and activities.	RETAIN FOR ONE YEAR. DESTROY WHEN NO LONGER NEEDED AT THE CONCLUSION OF THE ONE YEAR RETENTION. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.0.D	CONGRESSIONAL FILES	D. Publications requests from Congressmen for copies of NASA publications which required no formal reply.	DESTROY 1 YEAR AFTER PUBLICATION IS SENT. [DA: N1-255-00-6] [DA: N1-255-09-1]		
01/015.1.A	LEGISLATION FILES – PROPOSED	A. Records accumulated in the preparation and processing of legislation proposed by or in the interest of NASA. Includes drafts of legislation, reports to committees on introduced legislation, and comments on, including coordination through Center legal office(s) with final submissions to Headquarters, on legislative proposals. This series includes case files on each proposed item of legislation and files are kept and maintained, and broken in this fashion. OPR: NASA Headquarters, Office of Legislative Affairs	DESTROY 15 YEARS AFTER PROPOSAL IS ENACTED INTO LAW OR IS KILLED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/015.1.B	LEGISLATION FILES – PROPOSED	B. Offices providing information, feeder reports, or pertinent documentation to cognizant Headquarters office concerning the proposed legislation.	DESTROY WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. [DA: N1-255-94-1] [DA: N1-255-09-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/015.1.C	LEGISLATION FILES – PROPOSED	C. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.A.01	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES - HEADQUARTERS	A. Minutes of meetings of the Inventions and Contributions Board. 1. Record copy. HQ: BOARD OF CONTRACT APPEALS	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES WHEN 5 YEARS OLD. [DA: N1-255-94-1]		
01/016.0.A.02	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES - CENTERS	A. Minutes of meetings of the Inventions and Contributions Board. 2. Centers. Monetary Awards Only (Significant).	RECORDS ARE SUBMITTED TO NASA HQ BY COGNIZANT TU PROGRAM OR PATENT PROGRAM AS APPLICABLE. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.A.03	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES - ALL OTHER COPIES	A. Minutes of meetings of the Inventions and Contributions Board. 3. All other copies.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.B	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	B. Copies of documents/records created by the Board that are maintained at centers or by Board members.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.C	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	C. Alphabetical files, by contributor, on contributions NOT considered for award; files include correspondence, evaluations, and all related papers/records.	DESTROY WHEN 23 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-17)		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/016.0.D	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	D. Alphabetical files, by contributor, on contributions considered for award; files include correspondence, evaluations, recommendations by the Inventions and Contributions Board and the Administrator Board and the Administrator and all related records/documentation.	DESTROY WHEN 22 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-17)		
01/016.0.E	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	E. Denied Award Hearings Files. Case files on hearings evolving from denied awards from the Inventions and Contributions Board.	DESTROY 25 YEARS AFTER CASE IS CLOSED. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-18)		
01/016.0.F.01	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	F. Award case files/applications that have been microfilmed. 1. Paper Records.	DESTROY WHEN MICROFILM/MICROFICHE HAS BEEN VERIFIED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/016.0.F.02	INVENTIONS AND CONTRIBUTIONS BOARD RECORDS AND FILES	F. Award case files/applications that have been microfilmed. 2. Microfilm/microfiche Records.	DESTROY WHEN NO LONGER NEEDED OR WHEN 25 YEARS OLD WHICHEVER IS SOONER. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/017.0	NASA BOARD OF CONTRACT APPEALS CASE FILES—GOVERNMENT COUNSEL'S CASE FILES	Appeals before the NASA Board of Contract Appeals consisting of Notices of Appeal, complaint, answer and/or motion, correspondence, transcripts of proceedings before the Board, exhibits, briefs in support of the parties positions taken under the disputes clause of a NASA contract, and Board decisions, together with	CUTOFF AFTER BOARD HAS RENDERED ITS DECISION OR CASE IS SETTLED. DESTROY WHEN 6 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-22)		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		working papers of the trial attorney charged with representing NASA before the Board.			
01/018.0.B	BOARD OF CONTRACT APPEALS CASE FILES	<p>B. Cases in which the Board rendered a decision.</p> <p>Records of appeals of NASA contractors under the disputes clause of a NASA contract, including findings and final decisions of NASA contracting officers, pleadings, transcripts of hearings, briefs, exhibits, and related correspondence, memoranda, working papers, Board decisions, and other related papers/documentation.</p>	<p>CUTOFF AFTER YEAR IN WHICH DECISION WAS RENDERED.</p> <p>DESTROY WHEN 11 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1] (N 17-49)</p>		
01/018.0.C	BOARD OF CONTRACT APPEALS CASE FILES	<p>C. Records created after September 30, 1979. Cases in which the appeal was withdrawn or settled.</p> <p>Records of appeals of NASA contractors under the disputes clause of a NASA contract, including findings and final decisions of NASA contracting officers, pleadings, transcripts of hearings, briefs, exhibits, and related correspondence, memoranda, working papers, Board decisions, and other related papers/documentation.</p>	<p>DESTROY 1 YEAR AFTER FINAL ACTION ON DECISION.</p> <p>[GRS 3-15b]</p>		
01/019.0	SYMPOSIA AND CONFERENCE FILES – MANAGEMENT	Files (including invitations, attendance records, agenda, minutes, reports, etc.) of routine and ad hoc conferences and meetings, such as meetings of non-project working groups and task groups, included are staff meetings related largely to administrative matters.	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p> <p>(N 1-39, N 24-14)</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/020.0.A	FEDERAL ADVISORY COMMITTEE RECORDS	<p>A. SUBSTANTIVE COMMITTEE RECORDS (NON-GRANT REVIEW COMMITTEES)</p> <p>Records documenting the establishment and formation of committees and their significant actions and decision. Refer to agency administrative procedures to ascertain if these records are held by the CMO, GFO, or DFO. Only one copy of each record is considered permanent. Not all records described below are necessarily created for all committees.</p> <p>Records may include:</p> <ul style="list-style-type: none"> • Records related to the establishment of the committee • Records related to committee membership • Records of committee meetings and hearings • Records related to committee findings and recommendations • Records created by committee members <ul style="list-style-type: none"> o correspondence documenting discussions, decision, or actions related to the work of the committee (excluding administrative or logistical matters), including electronic mail, exchanged between one or more committee members and/or agency committee staff (such as the Designated Federal Officer) • Records related to research collected or created by the committee 	<p>*PERMANENT*</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN RECORDS ARE 15 YEARS OLD OR UPON TERMINATION OF THE COMMITTEE. WHICHEVER IS SOONER.</p> <p>[GRS 6.2-010]</p>	<p>Note: Sponsoring agencies need to designate the recordkeeping copy of permanent committee records. Only one copy of the records should be the official recordkeeping copy that is transferred to the National Archives. Committee records should be arranged by committee, not by the type of records (e.g. the National Archives should not receive a collection of charters for multiple committees; original charters should be transferred with the other permanent records related to the committee, regardless of where they are maintained).</p>	<p>agency head's determination that a meeting may be closed to the public; agendas; any other materials that document the organization and functions of the committee and its components; appointment letters, and all sub-categories of appointment letters, such as renewals, thank you letters, etc.; background materials; briefing materials; charters (original, renewal, re-establishment, and amended); committee presentations or briefings of findings; committee specific bylaws, standard operating procedures, or guidelines; decision documents; enacting legislation; explanation of committee need, when required; filing letters to congress; materials presented to or prepared by or for the committee, such as briefing books, background materials, reports (including drafts), and presentations; meeting minutes; membership; membership balance plans; membership rosters; memos or similar documentation of how and/or why individual members were selected; one copy each of final reports, memoranda, letters to agency, studies, and pamphlets produced by or for the committee; organization charts; public comments; raw data files created in connection with research studies and other projects where the information has been consolidated or aggregated for analyses, reports, or studies; records relating to research studies and other projects, including unpublished studies, reports, and research materials (may include electronic data); reports; resignation or termination letters; responses from agency to committee</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> • Documentation of advisory committee subcommittees (i.e., working groups, or other subgroups): <ul style="list-style-type: none"> o records relating to the formation of the subcommittee or working group, if they exist o records that document the activities of subcommittees that support their reports and recommendations to the chartered or parent committee. • Records related to committee termination (i.e., email, letter, memo, etc.). • Other records documenting decisions, discussions, or actions related to the work of a committee, including information on committee websites not captured elsewhere in committee records. <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p>			<p>regarding recommendations; statement of purpose or other documentation of duties and responsibilities; substantive correspondence, including electronic mail, exchanged between one or more subcommittee members, and other party that involves the work of the subcommittee, and/or agency committee staff (such as the Designated Federal Officer); testimony received during hearings; transcripts; transcripts of meetings and hearings (note: if transcripts do not exist, audio/visual recordings are permanent under item b</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>For convenience, the term “committee” is used in this schedule to mean “advisory committee” pursuant to FACA.</p> <p>Exclusion: this item does not include records of committees whose sole purpose is grant review. Those records are covered in item C below.)</p>			
01/020.0.B	FEDERAL ADVISORY COMMITTEE RECORDS	<p>B. SUBSTANTIVE AUDIOVISUAL RECORDS (NON-GRANT REVIEW COMMITTEES)</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency’s General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term “committee” is used in this schedule to mean “advisory committee” pursuant to FACA.</p>	<p>PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES WHEN RECORDS ARE 3 YEARS OLD OR UPON TERMINATION OF COMMITTEE, WHICHEVER IS SOONER. [GRS 6.2-020]</p>		<p>audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed; captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings; posters (2 copies) produced by or for the committee</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Exclusion: This item does not include records of committees whose sole purpose is grant review which are covered by item C of this schedule.			
01/020.0.C	FEDERAL ADVISORY COMMITTEE RECORDS	<p>C. GRANT REVIEW COMMITTEE RECORDS Committee establishment, membership, and meeting records related to FACA committees whose only activity is review of grant proposals. (See item A above for further definition of committee records.) This also includes digital and analog recordings of meetings, photographs, posters and other audiovisual materials.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term "committee" is used in this schedule to</p>	TEMPORARY. DESTROY UPON TERMINATION OF COMMITTEE. [GRS 6.2-030]	Note: If the committee performs additional functions or activities other than review for grants, it should apply the items for all other FACA committee records.	audiotapes, videotapes, and/or other recordings of meetings and hearings not fully transcribed; captioned formal and informal analog or digital photographs, and any related finding aids, of committee members and staff, meetings, or hearings; posters (2 copies) produced by or for the committee

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		mean “advisory committee” pursuant to FACA.			
01/020.0.D	FEDERAL ADVISORY COMMITTEE RECORDS	<p>D. COMMITTEE ACCOUNTABILITY RECORDS</p> <p>Records that document financial and ethics accountability, such as records documenting financial expenditures associated with the functioning of the committee and financial disclosure and conflict of interest documents.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency’s General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term “committee” is used in this schedule to mean “advisory committee” pursuant to FACA.</p> <p>Exclusion: Forms filed under the Ethics in Government Act (see note).</p>	<p>DESTROY WHEN 6 YEARS OLD.</p> <p>[GRS 6.2-040</p>	<p>Note: Forms filed under the Ethics in Government Act are scheduled in NRRS 1/133, Ethics Program Files. These forms may apply to committee members designated as special Government employees (SGEs).</p>	<p>committee member payments; contractor costs; federal Register notice costs; meeting room costs; travel costs</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/020.0.E	FEDERAL ADVISORY COMMITTEE RECORDS	<p>E. NON-SUBSTANTIVE COMMITTEE RECORDS</p> <p>Records related to specific committees that are of an administrative nature or are duplicative of information maintained elsewhere.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p>	<p>TEMPORARY. DESTROY WHEN SUPERSEDED, OBSOLETE, NO LONGER NEEDED, OR UPON TERMINATION OF THE COMMITTEE, WHICHEVER IS SOONER.</p> <p>[GRS 6.2-050]</p>	<p>Note 1: Consult with the appropriate agency staff (i.e., records officials, general counsel) to ensure the records designated in this category are accurately designated as administrative.</p> <p>Note 2: Records on agency websites that are duplicative of records maintained elsewhere and that are not designated as the recordkeeping copy may be destroyed subject to NRRS 2/13.</p>	<p>Audiotapes and videotapes of committee meetings and hearings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created); Drafts and copies of Federal Register notices; member credentials (resumes or biographies); member files (personnel-type records); Non-substantive committee membership records, including: resumes, curriculum vitae, or biographical information for individuals who are considered or nominated for a committee but are never appointed or invited to serve on a committee; Non-substantive web content; Photographs of committee social functions, routine award events, and other non-mission-related activities; Public requests for information; Records relating to logistical or administrative aspects of committee meetings and activities such as meeting location and access, phone line or internet connections, IT support concerns, etc.; Routine correspondence (including intra-agency, with committee members, or the public) regarding logistics (e.g., agenda planning, meeting arrangements, administrative issues)</p>
01/020.0.F	FEDERAL ADVISORY COMMITTEE RECORDS	<p>F. COMMITTEE MANAGEMENT RECORDS</p> <p>Records created and/or maintained by Committee Management Officers (CMOs) and their staff related to the overall management of committees for an agency. These records may pertain to specific committees or to the</p>	<p>TEMPORARY. DESTROY WHEN 3 YEARS OLD, 3 YEARS AFTER SUBMISSION OF REPORT, OR 3 YEARS AFTER SUPERSEDED OR</p>	<p>Note: This item does not apply to the reporting database or records maintained by the General Services Administration (GSA) Committee Management</p>	<p>Agency guidelines; Annual reports to the Library of Congress describing the agency's compliance with the Government in the Sunshine Act; Copies of records about committees maintained for reporting purposes; Financial operating plans and final cost accountings; Information provided to GSA Secretariat for annual</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>committee management function in general.</p> <p>This schedule covers Federal records created or received by Federal advisory committees and their subgroups pursuant to the Federal Advisory committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and records related to the management of these committees by their sponsoring agencies of departments.</p> <p>If a committee is a Presidential advisory committee, check with the agency's General Counsel before applying this schedule. If records are determined to fall under the Presidential Records Act, this schedule does not apply.</p> <p>For convenience, the term "committee" is used in this schedule to mean "advisory committee" pursuant to FACA.</p>	OBSOLETE, AS APPROPRIATE. [GRS 6.2-060]	Secretariat for oversight purposes.	comprehensive reviews; Requests for approval of committee nominees; Statistical data files and reports
01/021.0.A	SPECIAL PRIORITIES ASSISTANCE FILES	<p>A. OFFICE OF PRIMARY RESPONSIBILITY</p> <p>Records used in requesting, coordinating, and granting priorities.</p>	<p>DESTROY WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 17-18)</p>		
01/021.0.B	SPECIAL PRIORITIES ASSISTANCE FILES	<p>B. ALL OTHER OFFICES/COPIES</p> <p>Records used in requesting, coordinating, and granting priorities.</p>	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/022.0.A.01	RECORDS OF MANAGEMENT	A. Records created and received in any and all media that substantially	* PERMANENT *	Note 1: Records described by items 22A	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they typically include briefings; reports; presentations; studies; substantive correspondence, and informal notes; and other records that respond to and decide matters affecting the office's operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office. [Program and Project Managers see Note 1.]	CUT OFF AT END OF FISCAL OR CALENDAR YEAR. TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. [DA: N1-255-94-1] (N 1-1)	that are specific to individual programs or projects are covered by Schedule 8, items 101-117. Note 2: Other general records—transitory files, suspense files, etc.—are covered by Schedule 1, item 78.	
		1. Administrator, Center Directors, their deputies and associates who help execute the functions of the Administrator and Center Directors; and heads of Agency or Center Mission Directorates or other direct mission support offices.			
		Records created and received by NASA management not included in a specific case file (see Note 1).			
01/022.0.A.02	RECORDS OF MANAGEMENT	A. Records created and received in any and all media that substantially document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they	TEMPORARY. CUT OFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY OR DELETE BETWEEN 5 AND 15	Note 1: Records described by items 22A that are specific to individual programs or projects are covered by	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>typically include briefings; reports; presentations; studies; substantive correspondence, and informal notes; and other records that respond to and decide matters affecting the office's operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office. [Program and Project Managers see Note 1.]</p> <p>2. Heads of all other offices (functional offices concerned with Agency or Center infrastructure and administration) such as CIO, CFO, Human Capital, Facility Operations organizations, etc.</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>	YEARS AFTER CUTOFF. [DA: N1-255-06-1]	<p>Schedule 8, items 101-117.</p> <p>Note 2: Other general records—transitory files, suspense files, etc.—are covered by Schedule 1, item 78.</p>	
01/022.0.A.03	RECORDS OF MANAGEMENT	<p>A. Records created and received in any and all media that substantially document the development and management of NASA policy, operations, and programs. Often arranged as general subject files, they typically include briefings; reports; presentations; studies; substantive correspondence, and informal notes; and other records that respond to and decide matters affecting the office's</p>	<p>NON-RECORD. DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-06-1]</p>	<p>Note 1: Records described by items 22A that are specific to individual programs or projects are covered by Schedule 8, items 101-117.</p> <p>Note 2: Other general records—transitory files, suspense files,</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>operation and guidance. Also included are calendars, appointment books, schedules, logs, diaries, and journals that document appointments, telephone calls, conferences, meetings, trips, and other activities and communications while serving in an official capacity. These records document substantive work carried on by the office. [Program and Project Managers see Note 1.]</p> <p>3. All other copies of records described in A above.</p> <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>		etc.—are covered by Schedule 1, item 78.	
01/022.0.B	RECORDS OF MANAGEMENT	<p>B. EMAIL OF CAPSTONE OFFICIALS</p> <p>Email of Capstone Officials, whether sent/received through their user name or nickname email addresses (e.g. fname.lname@nasa.gov), functional position email account (e.g. agency-administrator@mail.nasa.gov), or other agency-administered email account including an account managed by staff on behalf of the official (based on an individual's name, title, a group, or a specific program function), Capstone officials are those whose positions are approved as such by NARA and include:</p> <ul style="list-style-type: none"> • management positions described in item A.1 above • principal operating management positions (e.g. Chief Information Officer, Chief Financial 	<p>PERMANENT. CUT OFF IN ACCORDANCE WITH AGENCY'S BUSINESS NEEDS. TRANSFER TO NARA 15-25 YEARS AFTER CUTOFF, OR AFTER DECLASSIFICATION REVIEW (WHEN APPLICABLE), WHICHEVER IS LATER. [GRS 6.1-010]</p>	<p>Note 1: Email that conducts official Agency business sent from or received by personal or non-official email accounts constitutes federal records. The employee must forward a complete copy of such records to his/her official NASA electronic messaging account no later than 20 days after the original creation or transmission of the record.</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>Officer)</p> <ul style="list-style-type: none"> • positions of those routinely providing advice and oversight to the agency • roles and positions not represented above that are filled by Presidential Appointment with Senate Confirmation (PAS positions) • those serving longer than 60 days in an acting capacity for any of the above positions <p>Records created and received by NASA management not included in a specific case file (see Note 1).</p>			
01/026.5.A	QUALITY MANAGEMENT FILES	<p>A. Files related to the status and overall effectiveness of the Management Systems /external certification programs at the NASA installations. Records include, but are not limited to audits, oversight of corrective actions, management review activities, quality system metrics/evaluations, and correspondence with external auditors.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>(For Quality Assurance records related to NASA Programs & Projects, see NRRS Schedule 8.)</p>	<p>DESTROY WHEN 7 YEARS OLD. [DA: N1-255-99-3] [DA: N1-255-09-1]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	
01/026.5.B	QUALITY MANAGEMENT FILES	<p>B. Records related to improvement of management and quality processes and activities throughout the Agency</p>	<p>DESTROY WHEN 5 YEARS OLD. [N1-255-10-2]</p>	<p>Note: For inputs into, outputs from, and documentation of,</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>and not covered elsewhere in these schedules. Records include, but are not limited to, reports of quality issues, customer/constituent feedback, surveys and survey responses, and documentation/tracking of quality issue corrective actions.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>(For Quality Assurance records related to NASA Programs & Projects, see NRRS Schedule 8.)</p>		<p>Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	
01/026.5.C	QUALITY MANAGEMENT FILES	<p>C. All copies of records described in A and B.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p> <p>(For Quality Assurance records related to NASA Programs & Projects, see NRRS Schedule 8.)</p> <p>A. Files related to the status and overall effectiveness of the Management Systems /external certification programs at the NASA installations. Records include, but are not limited to audits, oversight of corrective actions, management review activities, quality system metrics/evaluations, and</p>	<p>DELETE/DESTROY WHEN NO LONGER NEEDED.</p> <p>[N1-255-10-2]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		correspondence with external auditors.			
		B. Records related to improvement of management and quality processes and activities throughout the Agency and not covered elsewhere in these schedules. Records include, but are not limited to, reports of quality issues, customer/constituent feedback, surveys and survey responses, and documentation/tracking of quality issue corrective actions.			
01/033.0	INTERNATIONAL CORRESPONDENCE	Correspondence with private individuals outside of the U.S. requesting information or publications.	DESTROY 2 YEARS AFTER RESPONSE TO REQUEST. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 1-11)		
01/034.0	INTERNATIONAL ACTIVITIES FILES	Case files on NASA international activities; includes correspondence, reports, agreements, and all related papers.	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES WHEN ACTIVITY CEASES, OR WHEN 30 YEARS OLD. [DA: N1-255-94-1] (N 1-10)		
01/036.0	VISITOR OPINION CARDS	Forms completed by visitors to centers showing their opinion of the facilities.	DESTROY 6 MONTHS AFTER VISIT. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-20)		
01/037.0.A	COMMUNITY RELATIONS FILES	A. Documentation showing the development, maintenance, and	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-1]		SORN - NASA 10GOS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		improvement of relations between NASA and the community.	[DA: N1-255-09-1] (N 19-19)		
		GSFC: These are meetings between local leaders in business/political areas to show/demonstrate what GSFC is doing in the local community, rotary clubs, Chamber of Commerce, etc.			
01/037.0.B	COMMUNITY RELATIONS FILES	B. Records relating to speeches, tours, personal appearances, and other such routine activities.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-19)		
01/038.0.A	STATISTICAL REPORTS FILES - HEADQUARTERS	A. HQ: PUBLIC AFFAIRS (OPR) Statistics regarding public affairs activities of Centers for use in compiling semiannual report, including statistics regarding dissemination of publications and number of publications in stock.	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-8)		
01/038.0.B	STATISTICAL REPORTS FILES - CENTERS	B. CENTERS: Office of Primary Responsibility Statistics regarding public affairs activities of Centers for use in compiling semiannual report, including statistics regarding dissemination of publications and number of publications in stock.	DESTROY WHEN 3 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-8)		
01/038.0.C	STATISTICAL REPORTS FILES - ALL OTHER OFFICES/COPIES	C. ALL OTHER OFFICES/COPIES Statistics regarding public affairs activities of Centers for use in compiling semiannual report, including statistics regarding dissemination of	DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. [DA: N1-255-94-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		publications and number of publications in stock.	[DA: N1-255-09-1] (N 19-8)		
01/038.3	ROUTINE MEDIA RELATIONS RECORDS	Records of interactions with the press or media that contain duplicate, minimal, or limited information.	DESTROY WHEN NO LONGER NEEDED FOR BUSINESS USE. [GRS 6.4-040]		copies or articles created by the agency for publication in news media; daily or spot news recordings or videos available to local radio and tv stations; notices or announcements of media events; public service announcements; requests and responses for information and assistance for media stories; requests and responses for interviews
01/038.4	PUBLIC AFFAIRS PRODUCT DEVELOPMENT FILES	Records that feed into development of speeches, publications, educational materials, audiovisual materials including posters, public conferences and other public outreach materials, including but not limited to the records listed in Content Type.	TEMPORARY. DESTROY WHEN NO LONGER NEEDED FOR BUSINESS USE. GRS 6.4-030 DAA-GRS-2016-0005-0003	Note 1: Agencies must offer any cartographic and aerial photographic records created before January 1, 1950, to the National Archives and Records Administration (NARA) before applying this disposition authority. Note 2: Now-obsolete forms of printing production materials (e.g., line and halftone negatives, screened paper prints, and offset lithographic plates), line copies of graphs and charts, as well as cartographic records prepared during Intermediate stages of publication that may be found in older project files are	bibliographies, checklists, and indexes of agency publications and releases (see Exclusion 4); broadcast productions; clearances related to release of products (see Exclusion 5 and 6); copies of records used for reference in preparing products; drafts and working copies (see Exclusion 3); marketing research; news clippings; preparatory or preliminary artwork or graphics; printers galleys; research notes

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				temporary under this item.	
				Exclusion 1: Final products such as speeches, publications, educational materials, agency histories, mission-related audiovisual materials including posters, conference and public outreach materials. See appropriate NRRS, if no schedule, agency must schedule these records on an agency-specific schedule.	
				Exclusion 2: This item does not include unique collections of records or original materials (such as interviews or oral histories) the agency assembles for research or final product development purposes. These records may have permanent value and the agency should schedule them on an agency-specific schedule.	
				Exclusion 3: This item does not include working papers or files that propose and	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>evaluate options or alternatives and their implications in the development of high-level policies and decisions or that document findings or support recommendations.</p> <p>Exclusion 4: This item does not include bibliographies, checklists or indexes relating to records scheduled as permanent, such as permanent publications.</p> <p>Exclusion 5: Records relating to obtaining approval or clearance for releasing information from other agencies or outside organizations, such as foreign governments, must be scheduled on an agency specific schedule.</p> <p>Exclusion 6: This item does not cover clearances for release of information related to declassification review.</p>	
01/039.0.A	NASA PERIODIC INFORMATION	A. Record Copy.	*PERMANENT*		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	SERIES - HOUSE ORGANS	Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.	TRANSFER ONE COPY OF EACH ISSUE TO THE NATIONAL ARCHIVES ANNUALLY IN ONE-YEAR BLOCKS AT THE END OF EACH CALENDAR YEAR. IF IN ELECTRONIC FORMAT, TRANSFER IN ACCORDANCE WITH 36 CFR 1228.270 AND CURRENT NARA GUIDANCE. [DA: N1-255-05-01]		
01/039.0.B	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS	B. Center Archives Copy. Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.	TEMPORARY. TRANSFER A SECOND COPY OF EACH ISSUE TO LOCAL CENTER HISTORY OFFICE. DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-05-01] [DA: N1-255-09-1]		
01/039.0.C	NASA PERIODIC INFORMATION SERIES - HOUSE ORGANS	C. Hard copy originals used to create imaged record copy on electronic media. Periodic newsletter, bulletins, or similar types of official Center publications that contain information relating to Center facilities, operations, significant projects, mission development, personnel, social fabric, and any other information of interest to NASA employees.	TEMPORARY. DESTROY/DELETE AFTER VERIFICATION OF ELECTRONIC RECORD COPY. [DA: N1-255-05-01]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/040.0	BIOGRAPHICAL RECORDS FOR PUBLIC AFFAIRS	Current biographical information about principal and prominent management and staff officials, program and project managers, scientists, engineers, speakers, other selected employees, involved in newsworthy activities, and other participants in agency programs, with a recent photograph when available. Data items are those generally required by NASA or the news media in preparing news or feature stories about the individual and/or the individual's activity with NASA.	RECORDS ARE MAINTAINED AS LONG AS THERE IS POTENTIAL PUBLIC INTEREST IN THEM AND ARE DISPOSED OF WHEN NO LONGER REQUIRED. [DA: N1-255-94-1] [DA: N1-255-09-1]		SORN - NASA 10BRPA
01/041.0	AUDIENCE REPORT FORMS	AUDIENCE REPORT FORMS	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-11)		
01/042.0	ACCESS AND DISCLOSURE REQUEST FILES	Case files created in response to requests for information under the Freedom of Information Act (FOIA), Mandatory Declassification Review (MDR) process, Privacy Act (PA), Classification Challenge, and similar access programs, and completed by <ul style="list-style-type: none"> • granting the request in full • granting the request in part • denying the request for any reason including: <ul style="list-style-type: none"> o inability to fulfill request because records do not exist o inability to fulfill request because request inadequately describes records 	DESTROY 6 YEARS AFTER FINAL AGENCY ACTION OR 3 YEARS AFTER FINAL ADJUDICATION BY THE COURTS, WHICHEVER IS LATER. [GRS 4.2-020]	<p>Note 1: Record copies of requested records remain covered by their original disposal authority, but if disposable sooner than their associated access/disclosure case file, may be retained under this item for disposition with that case file.</p> <p>Note 2: Agencies may wish to retain redacted copies of requested records for business use after the rest of</p>	SORN - 10FOIA

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>o inability to fulfill request because search or reproduction fees are not paid</p> <ul style="list-style-type: none"> • final adjudication on appeal to any of the above original settlements • final agency action in response to court remand on appeal <p>Includes:</p> <ul style="list-style-type: none"> • requests (either first-party or third-party) • replies • copies of requested records • administrative appeals • related supporting documents (such as sanitizing instructions) 		the associated request case file is destroyed.	
01/043.0	PRIVACY ACT AMENDMENT CASE FILES	Files relating to an individual's request to amend a record pertaining to that individual under 5 U.S.C. 552a(d)(2); to the individual's request for review of an agency's refusal to amend a record under 5 U.S.C. 552a(d)(3), and to any civil action or appeal brought by the individual against the refusing agency under 5 U.S.C. 552a(g).	DESTROY WITH THE RECORDS FOR WHICH AMENDMENT WAS REQUESTED OR 4 YEARS AFTER CLOSE OF CASE (FINAL DETERMINATION BY AGENCY OR FINAL ADJUDICATION, WHICHEVER APPLIES), WHICHEVER IS LATER. [GRS 4.2-090]		agency justification for refusal to amend a record; appeals; copies of agency's replies; related materials; requests to amend and to review refusal to amend; statement of disagreement
01/044.0	PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency.	DISPOSE OF IN ACCORDANCE WITH THE APPROVED DISPOSITION INSTRUCTIONS FOR THE RELATED SUBJECT INDIVIDUAL'S RECORDS, OR 5 YEARS AFTER THE DISCLOSURE FOR		date of disclosure; explanations of the purpose for the request; forms with the subject individual's name; proof of subject individual's consent; records of the requestor's name and address

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			WHICH THE ACCOUNTABILITY WAS MADE, WHICHEVER IS LATER. [GRS 4.2-050]		
01/044.2.A	ERRONEOUS RELEASE RECORDS	<p>A. Records filed with the record-keeping copy of the erroneously released records.</p> <p>Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy.</p> <p>May include:</p> <ul style="list-style-type: none"> • official copy of records request or copies 	<p>FOLLOW THE DISPOSITION INSTRUCTIONS APPROVED FOR THE RELEASED RECORD COPY OR DESTROY 6 YEARS AFTER THE ERRONEOUS RELEASE, WHICHEVER IS LATER. [GRS 4.2-060]</p>		all related supporting documents; copies of replies; requests for information
01/044.2.B	ERRONEOUS RELEASE RECORDS	<p>B. Records filed separately from the record-keeping copy of the released records.</p> <p>Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy.</p> <p>May include:</p> <ul style="list-style-type: none"> • official copy of records request or copies 	<p>DESTROY 6 YEARS AFTER THE ERRONEOUS RELEASE. [GRS 4.2-061]</p>		all related supporting documents; copies of replies; requests for information
01/044.5	PERSONALLY IDENTIFIABLE INFORMATION EXTRACTS	System-generated or hardcopy print-outs generated for business purposes that contain personally identifiable information.	DESTROY WHEN 90 DAYS OLD OR NO LONGER NEEDED PURSUANT TO		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Legal citation: OMB M-07-16 (May 22, 2007), Attachment 1, Section C, bullet "Log and Verify."	SUPERVISORY AUTHORIZATION, WHICHEVER IS APPROPRIATE. [GRS 4.2-130]		
01/044.6	PERSONALLY IDENTIFIABLE INFORMATION EXTRACT LOGS	Logs that track the use of PII extracts by authorized users, containing some or all of: date and time of extract, name and component of information system from which data is extracted, user extracting data, data elements involved, business purpose for which the data will be used, length of time extracted information will be used. Also includes (if appropriate): justification and supervisory authorization for retaining extract longer than 90 days, and anticipated disposition date.	DESTROY WHEN BUSINESS USE CEASES. [GRS 4.2-140]		
01/044.7.A	ANALYZING PERSONALLY IDENTIFIABLE INFORMATION (PII)	<p>A. PRIVACY THRESHOLD ANALYSES (PTAs) and INITIAL PRIVACY ASSESSMENTS (IPAs)</p> <p>Records of research on whether an agency should conduct a Privacy Impact Assessment (PIA).</p> <p>Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations,</p>	DESTROY 3 YEARS AFTER ASSOCIATED PIA IS PUBLISHED OR DETERMINATION THAT PIA IS UNNECESSARY. [GRS 4.2-160]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		and agency policies. Includes significant background material documenting formulation of final products.			
01/044.7.B	ANALYZING PERSONALLY IDENTIFIABLE INFORMATION (PII)	<p>B. PRIVACY IMPACT ASSESSMENT (PIAs)</p> <p>Records documenting whether certain privacy and data security laws, regulations, and agency policies are required; how the agency collects, uses, shares, and maintains PII; and incorporation of privacy protections into records systems as required by the E-Government Act of 2002 (Public Law 107-347, section 208), the Privacy Act of 1974 (5 U.S.C. 552a), and other applicable privacy laws, regulations, and agency policies. Includes significant background material documenting formulation of final products.</p>	<p>DESTROY 3 YEARS AFTER A SUPERSEDING PIA IS PUBLISHED, AFTER SYSTEM CEASES OPERATION, OR (IF PIA CONCERNS A WEBSITE) AFTER WEBSITE IS NO LONGER AVAILABLE TO THE PUBLIC, AS APPROPRIATE.</p> <p>[GRS 4.2-161]</p>		
01/044.8	PRIVACY ACT SYSTEM OF RECORDS NOTICES (SORNs)	<p>Agency copy of notices about the existence and character of systems of records, documenting publication in the Federal Register when the agency establishes or revises the system, per the Privacy Act of 1974 [5 U.S.C. 552a(3)(4) and 5 U.S.C. 552a(e)(11)], as amended. Also significant material documenting SORN formulation, other than Privacy Impact Assessment records (see item 1/44.8/B).</p>	<p>DESTROY 2 YEARS AFTER SUPERSESSION BY A REVISED SORN OR AFTER SYSTEM CEASES OPERATION.</p> <p>[GRS 4.2-150]</p>		
01/045.0	ACCOUNTING AND CONTROL FILES	<p>Accounting for and control of access to classified, controlled unclassified, and unclassified records and records regarding FOIA, PA, and MDR. Records</p>	<p>DESTROY 5 YEARS AFTER DATE OF LAST ENTRY, FINAL ACTION BY AGENCY (SUCH AS</p>		<p>agent and research files; forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests.	DOWNGRADING, TRANSFER OR DESTRUCTION OF RELATED CLASSIFIED DOCUMENTS, OR RELEASE OF INFORMATION FROM CONTROLLED UNCLASSIFIED STATUS) OR FINAL ADJUDICATION BY COURTS, AS MAY APPLY, WHICHEVER IS LATER. [GRS 4.2-050]		office routing, and comparable data; forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request; inventories of controlled records
01/047.0	PRIVACY ACT GENERAL ADMINISTRATIVE FILES	Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	DESTROY WHEN 3 YEARS OLD. [GRS 4.2-001]		
01/047.5	PRIVACY COMPLAINT FILES	Records of privacy complaints (and responses) agencies receive in these categories: <ul style="list-style-type: none"> • process and procedural (consent, collection, and appropriate notice) • redress (inquiries seeking resolution of difficulties or concerns about privacy matters not specifically outlined in the Privacy Act) • operational (inquiries regarding Privacy Act matters but not including Privacy Act requests for access and/or correction) • complaints referred to another organization 	TEMPORARY. DESTROY 3 YEARS AFTER RESOLUTION OR REFERRAL, AS APPROPRIATE. [GRS 4.2-065] [DAA-GRS-2019-0001-0004]		
01/050.0	AGENCY REPORTS	Agency reports to the Congress, Department of Justice, or other entities regarding FOIA, MDR, PA, and	DESTROY 2 YEARS AFTER DATE OF REPORT.	Note: This item does not apply to summary reports incorporating	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		similar access and disclosure programs.	[GRS 4.2-070]	government-wide statistics. These must be scheduled separately by the summarizing agent.	
01/051.0	FOIA ADMINISTRATIVE FILES	Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.	DESTROY WHEN 3 YEARS OLD. [GRS 4.2-001]		
01/054.0.A	NEWS RELEASES	<p>A. OFFICE OF PRIMARY RESPONSIBILITY</p> <p>Office of Communications record copy maintained by issuing office.</p> <p>One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents, such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media.</p> <p>News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release.</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.</p> <p>[DA: N1-255-94-1] (N 19-1)</p>		
01/054.0.C	NEWS RELEASES	<p>C. ALL OTHER COPIES</p> <p>One copy of each prepared statement or announcement issued for distribution to the news media. Published or processed documents, such as "Press Kits," "Fact Sheets," "Current News," and all other materials used mainly for news media.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		News releases that announce events such as adoption of new programs, terminations of old programs, major shifts in policy, and changes in senior agency personnel and may be a textual record such as a formal press release.			
01/055.0	GENERAL INFORMATION REQUEST FILES	Requests for information, publications, photographs, and other information involving no administrative action, policy decision, or special compilations or research. Also includes acknowledgements, replies, and referrals of inquiries to other offices for response.	TEMPORARY. DESTROY WHEN 90 DAYS OLD. [GRS 4.2-010] (N 19-21) DAA-GRS-2013-0007-0001		
01/056.0	INFORMATION SERVICE REPORTS	Routine requests for exhibits, speakers, tours, and personal appearances by NASA officials and astronauts.	DESTROY WHEN 5 YEARS OLD, OR WHEN NO LONGER NEEDED FOR REFERENCE WHICHEVER IS FIRST. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/057.0.A	NASA RADIO PRESENTATIONS	A. 1992 AND EARLIER One copy of each radio program as created by NASA and provided to the general public and radio stations. Formats can consist of, but are not limited to: NASA Radio Special Reports; Audio News Features; and Space Notes. (Mediums of transfer consist of: Reel- to-reel; cassettes; transcripts; etc.) Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES 5 YEARS AFTER RELEASE OR DELIVERY. [DA: N1-255-94-1] (N 19-3)		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/057.0.B.01	NASA RADIO PRESENTATIONS	<p>B. 1993 AND CONTINUING</p> <p>1. NASA Space Stories.</p> <p>These are stories of interest about NASA programs/projects. Stories are created as weekly radio shows and are distributed every 4 weeks. Masters consist of 4 stories approximately 4 1/2 minutes in length and 4 items entitled "Frontiers" each is a 90 second version of the Space Story. English" and "Spanish" versions of each program, including a written translation, if one exists.</p> <p>Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)</p>	<p>* PERMANENT *</p> <p>TRANSFER 1</p> <p>PRODUCTION MASTER (1/4" OPEN REEL-TO-REEL TAPE) AND 1 DUBBED CASSETTE COPY TO THE NATIONAL ARCHIVES ANNUALLY, ALONG WITH 1 HARD COPY OF THE LABEL INFORMATION FOR EACH CASSETTE. [DA: N1-255-94-1] (N 19-3)</p>	<p>NOTE: Spanish versions of the NASA Radio programs consist of the NASA Space Stories produced approximately every 1-2 weeks every 4 weeks with one 4 1/2 minute and one 90 second story which duplicate/copy an English story.</p>	
01/057.0.B.02	NASA RADIO PRESENTATIONS	<p>B. 1993 AND CONTINUING</p> <p>2. NASA Special Reports.</p> <p>Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)</p>	<p>* PERMANENT *</p> <p>TRANSFER 1</p> <p>PRODUCTION MASTER (1/4" OPEN REEL-TO-REEL TAPE) AND 1 DUBBED CASSETTE COPY TO THE NATIONAL ARCHIVES ANNUALLY, ALONG WITH 1 HARD COPY OF THE LABEL INFORMATION FOR EACH CASSETTE. [DA: N1-255-94-1]</p>		
01/057.0.B.03	NASA RADIO PRESENTATIONS	<p>B. 1993 AND CONTINUING</p> <p>3. NASA Space Notes.</p> <p>Radio programs created by NASA and provided to the general public and radio stations. Office of Primary</p>	<p>* PERMANENT *</p> <p>TRANSFER 1</p> <p>PRODUCTION MASTER (1/4" OPEN REEL-TO-REEL TAPE) AND 1 DUBBED CASSETTE</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Responsibility: HQ (Office of Public Affairs / Code PMD)	COPY TO THE NATIONAL ARCHIVES ANNUALLY, ALONG WITH 1 HARD COPY OF THE LABEL INFORMATION FOR EACH CASSETTE. [DA: N1-255-94-1]		
01/057.0.C.01	NASA RADIO PRESENTATIONS	<p>C. NASA OFFICIAL INTERVIEWS</p> <p>1. Raw and Routine interviews.</p> <p>These are interviews done for research and background information for production of NASA Space Stories and Frontiers. (These interviews have been produced on DAT Tapes, cassettes, and 1/4" reel-to-reel tapes.)</p> <p>Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)</p>	<p>DESTROY WHEN 2 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/057.0.C.02	NASA RADIO PRESENTATIONS	<p>C. NASA OFFICIAL INTERVIEWS</p> <p>2. Special Interest Interviews.</p> <p>These are unique interviews with NASA officials concerning current items, issues, or research programs/projects of interest or of special significance to NASA.</p> <p>Office of Primary Responsibility: HQ (Office of Public Affairs / Code PMD)</p>	<p>* PERMANENT *</p> <p>TRANSFER 1 PRODUCTION MASTER AND 1 DUBBED CASSETTE COPY TO THE NATIONAL ARCHIVES ANNUALLY ALONG WITH 1 HARD COPY OF ANY LABEL OR BACKGROUND INFORMATION CREATED. [DA: N1-255-94-1]</p>		
01/059.0.A	POSTERS - EDUCATIONAL	A. Official record copy	*PERMANENT* TRANSFER 2 COPIES ANNUALLY DIRECTLY		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Wall Sheets, posters, awareness and educational materials, relating to the programs and mission of the Agency done at NASA's request. (This series does not include contractor generated and produced material over which NASA has no control; or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc.)	TO THE NATIONAL ARCHIVES. [DA: N1-255-94-1]		
01/059.0.B	POSTERS - EDUCATIONAL	B. All other copies Wall Sheets, posters, awareness and educational materials, relating to the programs and mission of the Agency done at NASA's request. (This series does not include contractor generated and produced material over which NASA has no control; or incidental posters such as blood drives, Combined Federal Campaign, Thrift Savings Program, etc.)	DESTROY WHEN NO LONGER NEEDED.		
01/060.0	POCKET STATISTICS	Contains in summary format agency data on activities, events, personnel, financial data, employment statistics, and other data used in the operation and functioning of the Agency.	* PERMANENT * TRANSFER 2 COPIES ANNUALLY OR IN-YEAR-OF CREATION IF NOT PUBLISHED ON AN ANNUAL BASIS, DIRECTLY TO THE NATIONAL ARCHIVES. [DA: N1-255-94-1]		
01/062.0.A	SPEECH FILES	A. OFFICE OF PRIMARY RESPONSIBILITY Official speeches by NASA personnel. Speeches, addresses, comments, and	* PERMANENT * AFTER RELEASE, TRANSFER TO THE NATIONAL ARCHIVES		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.	IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. [DA: N1-255-94-1] (N 19-2)		
01/062.0.B	SPEECH FILES	B. ALL OTHER OFFICES/COPIES Official speeches by NASA personnel. Speeches, addresses, comments, and remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of state and local governments, or private groups.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/063.0.A	SCRIPT FILES	A. OFFICE OF PRIMARY RESPONSIBILITY Official film, radio, and television scripts.	* PERMANENT * AFTER RELEASE, TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. [DA: N1-255-94-1] (N 19-3)		
01/063.0.B	SCRIPT FILES	B. ALL OTHER OFFICES/COPIES Official film, radio, and television scripts.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-3)		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/064.0.A	PUBLICATIONS	A. ONE COPY OF EACH OFFICIAL NASA PUBLICATION	* PERMANENT * TRANSFER 1 COPY ANNUALLY OF ALL PUBLICATIONS CREATED TO THE NATIONAL ARCHIVES. [DA: N1-255-94-1] (N 19-10)		
01/064.0.B	PUBLICATIONS	B. PRE-PUBLICATION MATERIAL (General publication files, i.e. STI, R&D, publications held at CASI - See Schedule 2, AFS 2220)	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 19-10)		
01/065.0.A	EXHIBITS	A. SMALL ROUTINE EXHIBITS Files consist of case records and related documentation/materials, pictures of set-up/design, and specification sheets.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/065.0.B	EXHIBITS	B. LARGE MAJOR EXHIBITS Files include visitor centers and major off-site exhibits including pictures of set-up/design, specifications sheets and related papers.	* PERMANENT * RETAIN EXHIBIT MATERIAL/ DOCUMENTATION ON-SITE FOR 2 YEARS AFTER EXHIBIT IS CLOSED OR REMOVED, THEN TRANSFER TO THE NATIONAL ARCHIVES.		
01/065.0.C	EXHIBITS	C. SPECIAL EXHIBITS Files consist of case files on special project/exhibits, unique programs, including photographs of the project/exhibit. Examples of such exhibits are, but not limited to: • World Fairs	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES 5 YEARS AFTER COMPLETION OF PROJECT/		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> • Air Show(s) • Exhibits for the Blind 	EXHIBIT OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-1]		
01/068.0.A	EDUCATION PROGRAM	<p>A. General records (in any format) of program administration not linked to specific projects or education packages.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	DESTROY OR DELETE WHEN 5 YEARS OLD. [DA: N1-255-10-3]	Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).	
01/068.0.B.01	EDUCATION PROGRAM	<p>B. Records and documentation (in any format) related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities.</p> <p>1. Project management records documenting basic information about projects and/or opportunities, including basic project descriptions, funding amounts and sources, project managers, and NASA Centers.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	DESTROY OR DELETE WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LONGER. [DA: N1-255-10-3]	Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).	
01/068.0.B.02	EDUCATION PROGRAM	B. Records and documentation (in any format) related to the operation and functions of specific NASA Education	DESTROY OR DELETE WHEN 5 YEARS OLD. [DA: N1-255-10-3]	Note: For inputs into, outputs from, and documentation of,	SORN - NASA 10EDUA

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>programs, projects, and activities/opportunities.</p> <p>2. Administrative records including but not limited to funding management, calendars, schedules, correspondence, announcements, course descriptions, objectives, registration, and rosters.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>		<p>Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	
01/068.0.B.03	EDUCATION PROGRAM	<p>B. Records and documentation (in any format) related to the operation and functions of specific NASA Education programs, projects, and activities/opportunities.</p> <p>3. Curriculum materials for use by instructors or students, including but not limited to record copy of manuals, syllabuses, textbooks, and on-line packages.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES 7 YEARS AFTER SUPERSEDED OR OBSOLETE. [N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	
01/068.0.C.01	EDUCATION PROGRAM	<p>C. Records of participants (in any format), maintained either as individual or aggregated files on individuals who are identified with unique identifiers. Records include but not limited to application forms, and letters of recommendations. Records</p>	<p>CUT OFF AT LAST ACTIVITY WITH FILES. DESTROY BETWEEN 5 AND 40 YEARS AFTER CUTOFF. [DAA-0255-2015-0002]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as</p>	SORN - NASA 10EDUA

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.		appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).	
		Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.			
		1. Records of participants receiving significant awards (defined as a minimum financial award of \$3,000 and/or 1,600 or more contact hours in NASA activities).			
		This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.			
01/068.0.C.02	EDUCATION PROGRAM	C. Records of participants (in any format), maintained either as individual or aggregated files on individuals who are identified with unique identifiers. Records include but not limited to application forms, and letters of recommendations. Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.	CUT OFF AT LAST ACTIVITY WITH FILE. DESTROY 5 YEARS AFTER CUTOFF. [DAA-0255-2015-0002]	Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).	SORN - NASA 10EDUA
		2. Records of participants that have not received significant awards.			
		This schedule item and sub-items cover records in all media and formats,			

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		including those maintained on NASA owned and operated Web sites.			
01/068.0.D	EDUCATION PROGRAM	<p>D. Survey responses and other feedback (in any format) from project participants and the general public concerning NASA educational programs, including interest area preferences, participant feedback, and reports of experiences in projects.</p> <p>If Records contain “Personally Identifiable Information,” they must be managed per guidance of NASA and Federal privacy policies.</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>DESTROY OR DELETE WHEN 10 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LONGER.</p> <p>[DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	SORN - NASA 10EDUA
01/068.0.E	EDUCATION PROGRAM	<p>E. All non-record copies, in any format, of records in items A-D</p> <p>This schedule item and sub-items cover records in all media and formats, including those maintained on NASA owned and operated Web sites.</p>	<p>DESTROY WHEN NO LONGER NEEDED.</p> <p>[DA: N1-255-10-3]</p>	<p>Note: For inputs into, outputs from, and documentation of, Quality Management e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).</p>	SORN - NASA 10EDUA
01/072.0.A	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS,	<p>A. HEADQUARTERS - AGENCY LEVEL OPR: Management Operations Division, NASA Headquarters</p> <p>Issuances related to agency program functions. Management issuance</p>	<p>* PERMANENT *</p> <p>WHEN OBSOLETE OR SUPERSEDED, TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	AND OPERATING MANUALS	<p>office responsible for maintaining all records and background material pertaining to each published instruction, handbook, policy directive, etc. Included in this series is the case files related to the issuance which document aspects of the development of the issuance, including significant backup, comments; original signature pages; etc.</p> <p>Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency.</p>	<p>BLOCKS WHEN 20 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>(N 1-2)</p>		
01/072.0.B.01	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>B. CENTERS</p> <p>1. FORMAL ISSUANCES – SEE BELOW DESCRIPTION</p> <p>Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency.</p>	<p>* PERMANENT *</p> <p>AFTER CANCELLATION OR WHEN SUPERSEDED, TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 20 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p>		
01/072.0.B.02	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>B. CENTERS</p> <p>2. ROUTINE ISSUANCES</p> <p>Policy documents on administrative functions such as payroll, procurement, facilities, equipment, and human capital. Includes records documenting development.</p>	<p>DESTROY WHEN SUPERSEDED OR OBSOLETE, OR NO LONGER NEEDED FOR BUSINESS, WHICHEVER IS LATER.</p> <p>[GRS 5.7-030]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency.			
01/072.0.C	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>C. OFFICES PROMULGATING POLICIES, PROCEDURES, INSTRUCTIONS, ETC. TO BE PUBLISHED</p> <p>Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency.</p>	<p>TRANSFER BACKGROUND AND RELATED MATERIAL TO AGENCY LEVEL ISSUANCE OFFICE (ITEM A.)</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/072.0.D	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>D. COPIES OF THIS MATERIAL RETAINED IN PROMULGATING OFFICE</p> <p>Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency's policies and procedures. Normally these are issued by authority of the head of the agency.</p>	<p>DESTROY COPIES OF RECORD MATERIAL WHEN NO LONGER NEEDED.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/072.0.E	FORMAL DIRECTIVES, POLICIES, PROCEDURAL REQUIREMENTS, INSTRUCTIONS, AND OPERATING MANUALS	<p>E. ALL OTHER OFFICES/COPIES, INCLUDING ELECTRONIC VERSIONS</p> <p>Formal directives distributed as policy directives/statements/instructions, procedural requirements and manuals announcing major changes in the Agency's policies and procedures.</p>	<p>DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Normally these are issued by authority of the head of the agency.			
01/072.5.A	DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER	A. FEDERAL REGISTER NOTICES OTHER THAN PROPOSED AND FINAL RULES Records of notices announcing public stakeholder meetings, hearing, investigations, petition filing, application filing, license issuance, license revocation, grant application deadlines, environmental impact statement availability, delegations of authority, hour of public opening, use of an agency's seal, guidance, System of Records Notices (SORNs), Paperwork Reduction Act Information Collection Requests (PRA ICRs), and other matters not codified in the Code of Federal Regulations.	DESTROY WHEN 1 YEAR OLD. [GRS 5.7-070]	Note 1: SORNs per se are covered by NRRS 1/44.8. Note 2: PRA Information Collection reports are covered by NRRS 1/84. Note 3: Notices of meetings of committees established under the Federal Advisory Committee Act (FACA) are covered by NRRS 1/20.	
01/072.5.B	DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER	B. AGENCY INPUT INTO THE UNIFIED AGENDA Records that process agency input into the publication of: • The Unified Agenda of Federal Regulatory and Deregulatory Actions (also known as the "unified agenda" or "semiannual regulatory agenda") published by General Services Administration (GSA) with input from the Office of Management and Budget (OMB) • Agency regulatory flexibility agendas • The Regulatory Plan	DESTROY WHEN 2 YEARS OLD. [GRS 5.7-080]		
01/073.0	ADMINISTRATIVE MANAGEMENT REPORT	Includes: • copies of authorizing directives • preparation instructions	DESTROY 2 YEARS AFTER THE REPORT IS DISCONTINUED. [GRS 5.7-040]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	REQUIREMENTS RECORDS	<ul style="list-style-type: none"> descriptions of required or standardized formats clearance forms documents on evaluating, continuing, revising, and discontinuing reporting requirements. <p>This item applies only to management reports related to administrative activities.</p>	(N 1-30) DAA-GRS-2020-0001-0002		
01/074	FORMS MANAGEMENT FILES	<p>Records involved with ensuring use of standard Federal and agency forms to support effective record-keeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes:</p> <ul style="list-style-type: none"> registers or databases used to record and control the numbers and other identifying data assigned to each form official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form background materials and specifications 	<p>DESTROY 3 YEARS AFTER FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED.</p> <p>SCHEDULE 1/74 SUPERSEDED</p> <p>SCHEDULES 1/74.A & B.</p> <p>[GRS 4.1-040] (N 1-27)</p>		
01/075.0.A	RECORDS MANAGEMENT PROGRAM FILES	<p>Records related to disposition of records.</p> <p>Disposition activities and examples of records include:</p> <ul style="list-style-type: none"> transferring, destroying, and retrieving records scheduling records <p>Records include:</p>	<p>DESTROY NO SOONER THAN 25 YEARS AFTER THE PROJECT, ACTIVITY, OR TRANSACTION IS COMPLETED OR SUPERSEDED.</p> <p>NASA NOTE: Do not destroy without</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> disposal authorizations, schedules, and reports records schedules, legacy records schedules (SF 115, Request for Records Disposition Authority) SF 135, Records Transmittal and Receipt OF 11, Reference Request Transfer Request (TR); Legal Transfer Instrument (LTI); SF 258, Agreement to Transfer Records to the National Archives of the United States Equivalent NASA Center forms <p>NASA Note: The retention duration for schedule item 01/075.0.A was increased from 6 years to 25 years due to their legacy and research value. These records should not be destroyed without Agency Records Officer approval.</p>	<p>Agency Records Officer approval.</p> <p>[GRS 4.1-020]</p> <p>DAA-GRS-2013-0002-0007</p>		
01/075.0.C	RECORDS MANAGEMENT PROGRAM FILES	<p>Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management. Activities and examples of records include:</p> <ul style="list-style-type: none"> providing oversight of the entire records management program providing other records management services to customer units (such as records 	<p>DESTROY NO SOONER THAN 6 YEARS AFTER THE PROJECT, ACTIVITY, OR TRANSACTION IS COMPLETED OR SUPERSEDED.</p> <p>[GRS 4.1-020]</p>	<p>NOTE: These records cannot be retired to an FRC.</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>storage/reference assistance, and technical assistance with files plans and other records management questions)</p> <ul style="list-style-type: none"> • conducting records ""clean out"" days • conducting special projects <p>Records include:</p> <ul style="list-style-type: none"> • agency records management program surveys or evaluations • reports of surveys or evaluations • reports of corrective action taken in response to agency program surveys or evaluations 			
01/075.0.E	RECORDS MANAGEMENT PROGRAM FILES	<p>E. Office record locator files, indexes, or listings that are used to locate records in current files, or files that have been transferred to staging areas or retired to FRC; including file plans and office copies of shipping lists.</p> <p>Records related to the policies, procedures, and management of agency business records from creation to eventual disposition. Includes records created and maintained while planning, managing, evaluating, administering, and performing the function of agency records management.</p>	<p>DESTROY FILE PLANS/INDEXES WHEN SUPERSEDED. DESTROY LISTS (SHIPPING/TRANSFER) WHEN RECORDS THEREON HAVE BEEN DESTROYED, OR WHEN THE LIST IS NO LONGER NEEDED FOR REFERENCE.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>	NOTE: These records cannot be retired to an FRC.	
01/075.5.A	VITAL OR ESSENTIAL RECORDS PROGRAM RECORDS	<p>A. Records involved in planning, operating, and managing the agency's vital or essential records program.</p>	<p>TEMPORARY. DESTROY 3 YEARS AFTER PROJECT, ACTIVITY, OR TRANSACTION IS</p>		<p>report of corrective action taken in response to agency vital records test; results of test, surveys, or evaluations; vital records cycling plans; vital records inventories</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			COMPLETED OR SUPERSEDED. [GRS 4.1-030]		
01/075.5.B	VITAL OR ESSENTIAL RECORDS PROGRAM RECORDS	B. Copies of agency records deemed essential to restore agency functions in case of emergency.	TEMPORARY. DESTROY WHEN SUPERSEDED BY THE NEXT CYCLE. [GRS 4.1-031]		
01/076.0	VALIDATION RECORDS FOR DIGITIZED TEMPORARY RECORDS	Records used to document (validate) that the digitized versions of temporary records are of suitable quality to replace original source records. Includes, but is not limited to: <ul style="list-style-type: none"> standards and procedures records used to document that the agency has met validation process requirements, such as: <ul style="list-style-type: none"> quality management plans describing quality assurance objectives quality control (QC) protocols format-specific instructions records documenting validation actions, such as: <ul style="list-style-type: none"> equipment calibration and test reports image quality testing results QC plans, procedures, and reports 	TEMPORARY. DESTROY THE VALIDATION DOCUMENTATION ASSOCIATED WITH EACH RECORD THAT HAS BEEN DIGITIZED WHEN THE RECORDS DIGITIZED USING THAT VALIDATION PROCESS ARE DESTROYED. [GRS 4.1-050] DAA-GRS-2019-0003-0001	Exclusion 1: Validation records for digitized permanent records. Exclusion 2: Original source records the agency has digitized and validated; GRS 5.2, Transitory and Intermediary Records, Item 020, or a current, approved agency-specific records schedule that covers the records once digitized covers these. Exclusion 3: Digital surrogates (the newly digitized records); the appropriate current, approved agency-specific records schedule or applicable GRS item covers these. Legal citation: 36 CFR Part 1236.34	
01/077.0.B	FINDING AIDS	B. Finding aids for series of records that HAVE BEEN accessioned by the National Archives and Records Administration and those relating to	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		major program case files not previously authorized for disposal.	WITH RELATED RECORDS. [DA: N1-255-94-1]		
01/077.0.C	FINDING AIDS	C. All other finding aids/copies.	FOLLOW DISPOSITION INSTRUCTIONS FOR THE RECORDS TO WHICH THEY RELATE, OR DESTROY WHEN NO LONGER NEEDED FOR REFERENCE. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/078.0.C	GENERAL OFFICE FILES	<p>C. TRACKING AND CONTROL RECORDS</p> <p>Records used to provide access and control of records authorized for destruction by an approved records schedule. Includes:</p> <ul style="list-style-type: none"> • indexes • lists • registers • inventories • finding aids • logs <p>Exclusion 1: This schedule excludes records containing abstracts of records content or other information that can be used as an information source apart from the related records.</p> <p>2: This authority does not apply to tracking and control records related to records scheduled as permanent. The value of these records varies, so tracking and control records related to</p>	DESTROY WHEN NO LONGER NEEDED. [GRS 4.1-010] DAA-GRS-2013-0002-0016		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		permanent records must be scheduled.			
01/078.O.F.01	GENERAL OFFICE FILES	<p>F. ADMINISTRATIVE RECORDS</p> <p>Records accumulated by individual offices that relate to routine day-to-day administration and management of the office rather than the mission-specific activities for which the office exists. Records include:</p> <ul style="list-style-type: none"> • staff locators, unofficial organizational charts, and office seating charts (see Exclusion 1) • office-level administrative policies and procedures and files related to their development (see Note 1) • calendars or schedules of daily activities of non-high-level officials • informal requests and tracking of personnel training, travel, supplies, and equipment, excluding procurement and payment records and forms requesting training • internal office activity and workload reports • studies and analyses of office administrative functions and activities • non-mission related management reviews and surveys • minutes of meetings related to administrative activities <p>Exclusion 1: This item does not apply to recordkeeping copies of organizational charts, functional statements, and related records that document the mission-related organization, staffing, and procedures</p>	<p>DESTROY WHEN BUSINESS USE CEASES.</p> <p>[GRS 5.1-010] DAA-GRS-2016-0016-0001</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		of the office. These records are covered by NRRS 1/12 and 1/13.			
		Note 1: This item covers administrative policies and procedures at the office/unit level. NRRS 1/72 covers agency-level administrative issuances or directives.			
01/078.0.F.02	GENERAL OFFICE FILES	<p>F. ADMINISTRATIVE RECORDS Records accumulated by individual offices through internal management or housekeeping activities of the office or in general management and oversight of the function for which the office exists.</p> <p>2. Administrative records generated in performance of the function for which the office exists. These records may include all types and methods of correspondence and communications (e.g., letters, memos), meeting agendas and minutes, management reviews and surveys, reports, copies of internal activity documentation such as work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels.</p> <p>NOTE: This schedule item concerns general records only, not those belonging in case files documenting specific projects, incidents or cases, transactions, etc. and that are covered by other schedules.</p>	<p>CUT OFF AT END OF FISCAL OR CALENDAR YEAR.</p> <p>DESTROY/DELETE 5 YEARS AFTER CUTOFF. [DA: N1-255-11-2]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/078.0.G.02	GENERAL OFFICE FILES	<p>G. TRANSITORY FILES</p> <p>Records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision making.</p> <p>2. Records regarding, but not limited to:</p> <ul style="list-style-type: none"> • messages coordinating schedules, appointments, and events • transmittal documents such as e-mail, letters, cover memos, and facsimile cover sheets that do not provide evidence of approval, concurrence, or decision making, or include substantive comments • received copies of circulated internal information such as agency instructions, notifications, circulars, newsletters, and email blasts to employees • messages received from agency distribution lists or listservs • “to-do” or task lists and assignments. 	<p>DESTROY WHEN NO LONGER NEEDED FOR BUSINESS USE.</p> <p>[GRS 5.2-010] DAA-GRS-2017-0003-0001</p>		
01/078.0.G.06	GENERAL OFFICE FILES	<p>INTERMEDIARY RECORDS</p> <p>3. Records of an intermediary nature, meaning that they are created or used in the process of creating a subsequent record. To qualify as an intermediary record, the record must also not be required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. Records include:</p>	<p>DESTROY UPON VERIFICATION OF SUCCESSFUL CREATION OF THE FINAL DOCUMENT OR FILE, OR WHEN NO LONGER NEEDED FOR BUSINESS USE, WHICHEVER IS LATER.</p> <p>[GRS 5.2-020] DAA-GRS-2017-0003-0002</p>	<p>Note 1: An agency must submit a notification to NARA per 36 CFR 1225.24(a)(1) prior to destroying hardcopy input records previously scheduled as permanent. An agency must schedule the electronic version of unscheduled</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> • non-substantive working files: collected and created materials not coordinated or disseminated outside the unit of origin that do not contain information documenting significant policy development, action, or decision making. These working papers do not result directly in a final product or an approved finished report. Included are such materials as rough notes and calculations and preliminary drafts produced solely for proof reading or internal discussion, reference, or consultation, and associated transmittals, notes, reference, and background materials. • audio and video recordings of meetings that have been fully transcribed or that were created explicitly for the purpose of creating detailed meeting minutes (once the minutes are created) • dictation recordings • input or source records, which agencies create in the routine process of creating, maintaining, updating, or using electronic information systems and which have no value beyond the input or output transaction <ul style="list-style-type: none"> o hardcopy input source documents where all information on the document is incorporated in an electronic system (See Exclusion 1 and Note 1) o electronic input source records such as transaction files or intermediate input/output files 		hardcopy input records prior to destroying the input record.	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> • ad hoc reports, including queries on electronic systems, whether used for one-time reference or to create a subsequent report • data files output from electronic systems, created for the purpose of information sharing or reference (see Exclusion 2) <p>Exclusion 1: This item does not allow destruction of original hardcopy still pictures, graphic materials or posters, aerial film, maps, plans, charts, sound recordings, motion picture film, or video recordings once they are digitized. Agencies must follow agency-specific schedules for these records. If the records are unscheduled, the agency must submit a schedule for them.</p> <p>Exclusion 2: This item does not include the following data output files (agencies must follow agency-specific schedules for these records, except for the final bullet, which the GRS covers in another schedule):</p> <ul style="list-style-type: none"> • files created only for public access purposes • summarized information from unscheduled electronic records or inaccessible permanent records • data extracts produced by a process that results in the content of the file being significantly different from the source records. In other words, the process effectively creates a new database file significantly different from the original 			

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> data extracts containing Personally Identifiable Information (PII). Such records require additional tracking and fall under NRRS 1/44.5. 			
01/078.0.H	GENERAL OFFICE FILES	<p>H. EMAIL OF NON-CAPSTONE OFFICIALS</p> <p>Email of all other officials, staff, and contractors not identified as Capstone officials in NRRS 1/22.B. This item applies to the majority of NASA email accounts/users. Applies to records created or received in an electronic format only.</p> <p>Note 1: Email that conducts official Agency business sent from or received by personal or non-official email accounts constitutes federal records. The employee must forward a complete copy of such records to his/her official NASA electronic messaging account no later than 20 days after the original creation or transmission of the record.</p>	<p>DELETE WHEN 7 YEARS OLD.</p> <p>GRS 6.1-011</p> <p>DAA-GRS-2014-0001-0002</p>		
01/079.0.A	MANAGEMENT IMPROVEMENT REPORTS	<p>A. OFFICE OF PRIMARY RESPONSIBILITY</p> <p>Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses. This includes Government Performance and Results Act (GPRA) development and final records.</p>	<p>DESTROY WHEN 20 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>		
01/079.0.B	MANAGEMENT IMPROVEMENT REPORTS	<p>B. ALL OTHER OFFICES/COPIES</p>	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Management improvement reports submitted to the Office of Management and Budget (i.e., A-76 Reports) and related analyses. This includes Government Performance and Results Act (GPRA) development and final records.	[DA: N1-255-09-1]		
01/081	CENTRALIZED PRINTING AND DUPLICATING SERVICES - ADMINISTRATION	CENTRALIZED PRINTING AND DUPLICATING SERVICES - ADMINISTRATION. Includes: <ul style="list-style-type: none"> • agreements and related background data and other records regarding printing the agency retains for administrative (not fiscal) use • records that document acquiring, installing, changing, removing, and servicing printing equipment • related correspondence 	DESTROY WHEN 3 YEARS OLD, OR 3 YEARS AFTER APPLICABLE AGREEMENT EXPIRES OR IS CANCELLED, AS APPROPRIATE. [GRS 5.5-010] (N 17-20) DAA-GRS-2016-0012-0001		
01/082	CENTRALIZED PRINTING AND DUPLICATING SERVICES - REQUISITIONS	Printing requisitions, work orders, samples, manuscript clearances, and related documents.	DESTROY WHEN 1 YEAR OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE. [GRS 5.5-020] DAA-GRS-2016-0012-0002		
01/084.0.A	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS	A. Agency report to the Joint Committee on Printing and related ancillary records such as background and research records, submission packets and compilations, and related files.	DESTROY WHEN 6 YEARS AFTER REPORT SUBMISSION OR OVERSIGHT ENTITY NOTICE OF APPROVAL, AS APPROPRIATE. [GRS 5.7-050] (N 16-4) DAA-GRS-2020-0001-0003		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/084.0.C	JOINT COMMITTEE ON PRINTING - REPORTS TO / AUTHORIZATIONS	C. Correspondence and authorizations by the JCP and related papers concerning establishment, relocation, and disestablishment of printing plants.	DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 16-5)		
01/085.0	LOCATOR RECORD FILES	Locator sheets, cards, tags, such as space control sheets, location sheets, location cards, bin tags, and other papers utilized as a check or inventory of stock location.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 17-25)		
01/086.0.A.01	GRAPHIC ARTS - VISUAL MEDIA	A. ORIGINAL ART WORK - NASA ART PROGRAM 1. Art work (non-record artifact) commissioned by NASA to depict/represent a particular event or concept of space and/or NASA missions. Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.	RETAIN INDEFINITELY WITHIN AGENCY CUSTODY AS PART OF THE NASA ART PROGRAM OPERATED BY CODE P AT NASA HQ. [DA: N1-255-94-1]		
01/086.0.A.03	GRAPHIC ARTS - VISUAL MEDIA	A. ORIGINAL ART WORK - NASA ART PROGRAM 3. STENNIS SPACE CENTER ONLY (Graphics Office) Artwork developed and used in hearings, presentations, reviews, conferences, briefings, and presentations of information to the general public such as speeches, news	DESTROY WHEN NO LONGER NEEDED BY THE INSTALLATION OR WHEN REFERENCE VALUE CEASES. [DA: N1-255-94-1] [DA: N1-255-09-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		releases, educational briefs, and exhibits. (Official file copies are maintained by another office at Stennis Space Center.)			
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities.			
01/086.0.B.01	GRAPHIC ARTS - VISUAL MEDIA	<p>B. BOARD ART - COMPUTER GENERATED GRAPHICS</p> <p>1. Presentations to the Public Artwork used in Congressional Hearings; budget presentations; summary review conferences; technical briefings; and presentations to the public such as speeches, releases to news media, educational briefs, and exhibits.</p> <p>Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities</p>	<p>RETURN ORIGINAL BOARD ART TO THE REQUESTING OFFICE. DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 91a(1))</p>		
01/086.0.C.01	GRAPHIC ARTS - VISUAL MEDIA	<p>C. VIEWGRAPHS/TRANSPARENCY</p> <p>1. Master photographic negatives - such as those used in the production of visual aids (slides, viewgraphs, and photographs) from original art. NASA HQ: OPR - CODE JOB-2 ONLY</p>	<p>DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 91b)</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.C.02	GRAPHIC ARTS - VISUAL MEDIA	C. VIEWGRAPHS/TRANSPARENCY 2. Slides and viewgraphs/transparencies used by program, staff, and project offices for presentations.	DESTROY WHEN 2 YEARS OLD. [GRS 6.4-050] (N 9-1c)		
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.C.03	GRAPHIC ARTS - VISUAL MEDIA	C. VIEWGRAPHS/TRANSPARENCY 3. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]		
		Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.C.04	GRAPHIC ARTS - VISUAL MEDIA	C. VIEWGRAPHS/TRANSPARENCY 4. STENNIS SPACE CENTER ONLY Records consist of master photographic negative/transparency files, graphic arts, and line art, including any material maintained in electronic/magnetic format. Collection includes black & white half tones, color photos, negatives and paper line art. This collection may	DESTROY OR DISPOSE OF RECORDS WHEN NO LONGER NEEDED BY THE AGENCY OR WHEN REFERENCE VALUE CEASES. [DA: N1-255-94-1] [DA: N1-255-09-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		include duplicate files that exist in other offices of the same presentation. (Some work is generated by use of photo-typesetting equipment.) Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities			
01/086.0.E.01	GRAPHIC ARTS - VISUAL MEDIA	E. VISUAL AIDS REQUISITION/REGISTER FILES 1. Requests and instructions for the preparation of the visual aids described under this Item 1/86B, whether in hard copy or electronic. Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 9-2)		
01/086.0.E.02	GRAPHIC ARTS - VISUAL MEDIA	E. VISUAL AIDS REQUISITION/REGISTER FILES 2. Registers showing receipt of requisition and control number assigned to it. Materials prepared for the purpose of assisting NASA officials in presentations, such as Congressional Hearings, program reviews, technical briefings, public lectures, publications, exhibits, and in-house activities	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 9-3)	NOTE: These records may be included in an automated "Action Tracking System."	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/087.0.A	POSTAL RECORDS	<p>A. Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> • records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages • messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity • reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment • records that document requisitioning and receiving stamps and postage meter balances • documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger • staff and office directories the agency uses to ensure correct mail and package delivery • mailing and contact lists a mailroom or similar office manages 	<p>DESTROY WHEN 1 YEAR OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE. ITEM SUPERSEDED NRRS 1/92 AND 1/93. [GRS 5.5-020]</p>		
01/087.0.B	POSTAL RECORDS	<p>B. Post irregularities files, such as correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or</p>	<p>DESTROY 3 YEARS AFTER COMPLETION OF INVESTIGATION OR WHEN 3 YEARS OLD, WHICHEVER IS LATER..</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		shortage of postage stamps or money orders, or loss or destruction of mail.	[GRS 5.6-050]		
01/087.0.G	POSTAL RECORDS	G. Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report / Record of Accountable Metered Mail Report, " and all related papers.	DESTROY WHEN 6 YEARS OLD. [GRS 5.5-030] (N 10-24)		
01/088	MAILING AND DISTRIBUTION LISTS	Distribution lists used by an agency to deliver specific goods or services. Records include: <ul style="list-style-type: none"> • contact information for customers or clients • subscription databases for distributing information such as publications and data sets produced by the agency • files and databases related to constituent and community outreach or relations • sign-up, request, and opt-out forms 	TEMPORARY. DELETE WHEN SUPERSEDED, OBSOLETE, OR WHEN CUSTOMER REQUESTS THE AGENCY TO REMOVE THE RECORDS. ITEM SUPERSEDED NRRS 1/88.A-D. [GRS 6.5-020] (N 16-6)		SORN - GSFC 51EUID
01/089.0.A	AGENCY SPACE FILES	A. Building plan files and related agency records utilized in space planning, assignment, and adjustment. Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]		
01/089.0.B.01	AGENCY SPACE FILES	B. Correspondence with and reports to staff agencies relating to agency space holdings and requirements. 1. Agency reports to the General Services Administration regarding space occupied in "Metropolitan	DESTROY WHEN 2 YEARS OLD. [GRS 11-2b(1)]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Washington" and "Outside the District of Columbia," and related papers.			
		Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.			
01/089.0.B.02	AGENCY SPACE FILES	<p>B. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>2. Copies in subordinate reporting units and related work papers.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]		
01/089.0.C	AGENCY SPACE FILES	<p>C. General correspondence of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]		
01/090.0	BUILDING AND EQUIPMENT SERVICE FILES	Requests for building and equipment maintenance services, excluding fiscal copies.	DESTROY WHEN 90 DAYS OLD.[GRS 5.4-071] (N 8-1)		
01/091.0	DIRECTORY LISTINGS - BUILDING / TELEPHONE	Correspondence, forms, and other records relating to the compilation of building and telephone directory service listings.	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE.		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			[GRS 5.4-010] (N 1-32)		
01/094.0.A	INVENTORY REQUISITION FILES - STOCK / SUPPLY	A. STOCKROOM COPY Requisitions for supplies and equipment for/from current inventory	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010] (N 17-22)		
01/094.0.B	INVENTORY REQUISITION FILES - STOCK / SUPPLY	B. COMPLETED REQUISITIONS FOR SERVICE, SUPPLIES, AND EQUIPMENT, AND TRAVEL DOCUMENTS (Official file copies are maintained by the office rendering service.) Requisitions for supplies and equipment for/from current inventory	DESTROY 1 YEAR AFTER ACTION IS COMPLETED. [DA: N1-255-94-1]		
01/094.0.C	INVENTORY REQUISITION FILES - STOCK / SUPPLY	C. ALL OTHER OFFICES/COPIES Requisitions for supplies and equipment for/from current inventory	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]		
01/095.0	TELEPHONE SERVICE RECORDS	Requests from operating units for installation, alterations, relocation, or removal of telephone facilities, excluding fiscal copy. General files including plans, reports, and other records pertaining to equipment requests, telephone service and like matters.	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER APPLICABLE AGREEMENT EXPIRES OR IS CANCELLED, AS APPROPRIATE.. [GRS 5.5-010] (N 8-2, N 10-16)		
01/096.0.A	SECURITY PROGRAM FILES	A. SIGNIFICANT POLICY AND PROGRAM RECORDS Documents, manuals, directives, plans, reports and correspondence that	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		document significant and/or unique protective services program functions, including NACA security program files.	10 YEARS AFTER SUPERSEDED. [DA: N1-255-94-1] (N 12-30)		
01/096.0.C	PROTECTIVE SERVICES PROGRAM FILES	C. PROTECTIVE SERVICES ADMINISTRATIVE RECORDS Records about routine facility security, protective services, and personnel security program administration. Includes: <ul style="list-style-type: none"> • administrative correspondence • reports, including status reports on cleared individuals • staffing level and work planning assessments, such as guard assignment records • administrative subject files 	DESTROY WHEN 3 YEARS OLD. [GRS 5.6-010] DAA-GRS-2021-0001-0001		
01/096.0.D	PROTECTIVE SERVICES PROGRAM FILES	D. INTERAGENCY SECURITY COMMITTEE MEMBER RECORDS Records are agency copies of committee records documenting the administration, operation, and decisions of the committee.	TEMPORARY. DESTROY WHEN 10 YEARS OLD. GRS 5.6-070 DAA-GRS-2017-0006-0009	Exclusion: Records documenting the committee's establishment, organization, policy, membership, meetings, findings, recommendations, and accomplishments maintained by the Department of Homeland Security (DHS). DHS covers these records under an agency-specific schedule.	agendas; best practice and standards documents; funding documents for security countermeasures; meeting minutes
01/097.5.A	PROTECTIVE SERVICE CRIMINAL	A. CRITICAL INCIDENT CASE FILES Case files for criminal investigation of critical incidents, offenses, and citation reports. Includes death from suicide,	CUT OFF FILE AFTER CASE CLOSES. DESTROY 45 YEARS AFTER CUTOFF.		SORN - NASA 10SECR

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
	MATTER RECORDS	<p>natural causes, and traffic fatalities; sex-related crimes involving violence or force (actual or implied), threats, or weapons; arson; bombing; kidnapping; attempted arson, bombing, kidnapping, homicide and suicide; any crime or incident resulting in grievous bodily harm to any person; and cases identified for extended retention by the NASA Protective Services Office. Grievous bodily harm is defined as the loss of a limb, permanent loss of any senses (sight, hearing, etc.), any fractured bones, or permanent damage to any body organ.</p> <p>Records in any format and media resulting from criminal investigations related to crimes against NASA personnel or property, or related to any criminal investigative activity, Law Enforcement actions, or Law Enforcement documented incidents that occur on NASA property. Excludes investigation records of the Inspector General which are covered under Schedule 9.</p>	[DA: N1-255-07-2]		
01/097.5.B	PROTECTIVE SERVICE CRIMINAL MATTER RECORDS	<p>B. SERIOUS INCIDENT CASE FILES</p> <p>Case files for criminal investigation of incidents not meeting the criteria for Item A but which involve violence (or the threat of violence) resulting in serious bodily harm, or theft of government, contractor, or personal property. Serious bodily harm is defined as any injuries not meeting the criteria for grievous bodily harm, but requires medical transport, and can</p>	<p>CUT OFF FILE AFTER CASE CLOSES.</p> <p>DESTROY 25 YEARS AFTER CUTOFF.</p> <p>[DA: N1-255-07-2]</p>		SORN - NASA 10SECR

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		involve injury not requiring hospitalization. Also includes burglary, workplace violence, alcohol/drug related offenses, weapons violations, non-fatal traffic accidents, and suspicious incidents.			
		Records in any format and media resulting from criminal investigations related to crimes against NASA personnel or property, or related to any criminal investigative activity, Law Enforcement actions, or Law Enforcement documented incidents that occur on NASA property. Excludes investigation records of the Inspector General which are covered under Schedule 9.			
01/097.5.C	PROTECTIVE SERVICE CRIMINAL MATTER RECORDS	<p>C. Routine Accident and Incident Records</p> <p>Records documenting routine accidents and incidents occurring on, in, or at Government-owned or -leased facilities, vehicles (land, water, and air) and property used by Federal agencies. Includes:</p> <ul style="list-style-type: none"> • statements of witnesses • warning notices • records about arrests, commitments, and traffic violations • accident and incident reports • law enforcement agency requests for information <p>EXCLUDES: Critical and serious accident and incidents as described in Items 1/97.5.A & B.</p>	<p>DESTROY 3 YEARS AFTER FINAL INVESTIGATION OR REPORTING ACTION OR WHEN 3 YEARS OLD, WHICHEVER IS LATER.</p> <p>[GRS 5.6-100]</p>		SORN - NASA 10SECR

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/099.0.A	KEY ACCOUNTABILITY RECORDS	A. Areas Requiring Highest Security Awareness Records accounting for keys. Includes areas designated by the Interagency Security Committee as Facility Security Level V.	DESTROY 3 YEARS AFTER RETURN OF KEY. [GRS 5.6-020] (N 12-14)		
01/099.0.B	KEY ACCOUNTABILITY RECORDS	B. All Other Security Areas Records accounting for keys. Includes areas designated by the Interagency Security Committee as Facility Security Levels I through IV.	DESTROY 6 MONTHS AFTER RETURN OF KEY. [GRS 5.6-021] (N 12-14)		
01/100.0.B	SECURITY OPERATIONS	B. RECORDS OF ROUTINE SECURITY OPERATIONS Records about detecting potential security risks, threats, or prohibited items carried onto Federal property or impacting assets, including records documenting access control, screening, patrol and response, and control center operations. Includes: <ul style="list-style-type: none"> • control center key or code records • registers of patrol and alarm services • service reports on interruptions and tests • emergency alarm contact call lists • temporary identification cards • correspondence or lists of facility occupants authorized to enter with a prohibited or controlled item on an identified date • round and perimeter check reports, including facility patrol tour data • surveillance records <ul style="list-style-type: none"> o recordings of protective mobile radio transmissions o video surveillance recordings 	DESTROY WHEN 30 DAYS OLD. [GRS 5.6-090] (N 12-10, N 12-17)		SORN - NASA 10SECR

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<ul style="list-style-type: none"> o closed circuit television (CCTV) records • door slip summaries 			
01/100.5	CANINE (K-9) SERVICE RECORDS	Records documenting acquisition, training, activities, care, and retirement of canine partners.	TEMPORARY. DESTROY WHEN SUPERSEDED OR OBSOLETE, OR 3 YEARS AFTER DOG IS RELEASED FROM SERVICE, WHICHEVER IS SOONER. GRS 5.6-160 DAA-GRS-2017-0006-0021		Acquisition records; Breeder and lineage records; Deficiencies/remedies; End-of-service documentation (through retirement or death); Initial report of positive detections and bite incidents; Microchip number and identification records; Training courses taken and resulting grades and certifications; Vaccination and medical history records
01/101.0	CLASSIFIED DOCUMENTS ADMINISTRATIVE RECORDS	Classified Documents Administrative Records. Records on managing information access and protection activities. Records include: <ul style="list-style-type: none"> • correspondence related to routine administration of document security classification • associated subject files • feeder and statistical reports 	DESTROY WHEN 3 YEARS OLD. [GRS 4.2-001] (N 1-9k)	Note: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibility for security and protective services programs.	
01/101.5.A	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	A. CUI PROGRAM IMPLEMENTATION RECORDS Records of overall program management. Includes: <ul style="list-style-type: none"> • records documenting the process of planning agency policy and procedure • agency submissions to the CUI Executive Agent of authorities (laws, Federal regulations, or Government-wide policies containing safeguarding or dissemination controls) the agency proposes to include in the CUI Registry to designate unclassified information 	TEMPORARY. DESTROY WHEN 7 YEARS OLD. [GRS 4.2-190] DAA-GRS-2019-0001-0005		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		as CUI • agency submissions to the CUI Executive Agent of proposed laws, Federal regulations, or Government-wide policies that would establish, eliminate, or modify a category of CUI, or change information controls applicable to CUI • correspondence with CUI Executive Agent			
01/101.5.B	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	B. CUI INFORMATION SHARING AGREEMENTS Agreements in which agencies agree to share CUI with non-executive branch entities (e.g., state and local police) and foreign entities that agree to protect the CUI.	TEMPORARY. DESTROY 7 YEARS AFTER CANCELED OR SUPERSEDED. [GRS 4.2-191] DAA-GRS-2019-0001-0006	Exclusion: Contracts involving CUI and contractor access to CUI; NRRS 5.1.A.	
01/101.5.C	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	C. RECORDS OF WAIVERS OF CUI REQUIREMENTS Description of and rationale for each waiver, documentation of alternate steps the agency takes to ensure it sufficiently protects the CUI covered by the waiver, and records of the agency notifying authorized recipients and the public of the waiver.	TEMPORARY. DESTROY WHEN WAIVER IS RESCINDED, SYSTEM IS NO LONGER IN USE, OR ALL AFFECTED RECORDS ARE DESTROYED, AS APPLICABLE. [GRS 4.2-192] DAA-GRS-2019-0001-0007		
01/101.5.D.1	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	D. RECORDS OF REQUESTS FOR DECONTROL AND CHALLENGES TO CUI DESIGNATIONS Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed.	FOLLOW THE DISPOSITION INSTRUCTIONS APPROVED FOR THE RECORDS AT ISSUE. [GRS 4.2-193]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		1. Records filed with the record-keeping copy of the CUI-marked records.			
01/101.5.D.2	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	D. RECORDS OF REQUESTS FOR DECONTROL AND CHALLENGES TO CUI DESIGNATIONS Requests to decontrol CUI or challenging a CUI marking as incorrect (either improperly assigned or lacking), responses to requests, records of adjudication, and records of dispute resolution if adjudication is appealed. 2. Records filed separately from the record-keeping copy of the CUI-marked records.	TEMPORARY. DESTROY 6 YEARS AFTER CHANGE IN CUI STATUS. [GRS 4.2-194] DAA-GRS-2019-0001-0008		
01/101.5.E	CONTROLLED UNCLASSIFIED INFORMATION (CUI) PROGRAM	E. RECORDS OF CUI MISUSE. Allegations of CUI misuse, records of internal investigations, communications with and reports of findings from the CUI Executive Agent, and records of corrective actions.	TEMPORARY. DESTROY 5 YEARS AFTER COMPLETING THE INVESTIGATION OR COMPLETING ALL CORRECTIVE ACTIONS. [GRS 4.2-195] DAA-GRS-2019-0001-0009	Exclusion: If the agency assigns such investigations to its Inspector General (IG), the agency schedule for IG records covers the records created in the IG office.	
01/102.0.A	CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS	A. Records maintained in the individuals' official personnel folder. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian or military personnel with access to information that is classified under standards put forth by Executive orders governing security classification.	APPLY THE DISPOSITION FOR THE OFFICIAL PERSONNEL FOLDER. [GRS 4.2-120]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Legal Citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).			
01/102.0.B	CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENTS	<p>B. Maintained separately from the individual's personnel folder.</p> <p>Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian or military personnel with access to information that is classified under standards put forth by Executive orders governing security classification.</p> <p>Legal Citations: ICD 703, Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).</p>	DESTROY WHEN 50 YEARS OLD. [GRS 4.2-121]		
01/103.0.A.01	PERSONNEL SECURITY CLEARANCE FILES	<p>A. Records about security clearances, and other clearances for access to Government facilities or to controlled unclassified information, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program.</p> <p>1. Records of people NOT issued clearances.</p> <p>Includes:</p> <ul style="list-style-type: none"> • questionnaires • summaries of reports prepared by the investigating agency • documentation of agency adjudication process and final determination 	DESTROY 1 YEAR AFTER CONSIDERATION OF THE CANDIDATE ENDS. [GRS 5.6-180] DAA-GRS-2021-0001-0007		SORN - NASA 10SECR

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Personnel security clearance case files and related indexes maintained by the personnel security office.			
01/103.0.A.02	PERSONNEL SECURITY CLEARANCE FILES	<p>A. Records about security clearances, and other clearances for access to Government facilities or to controlled unclassified information, created to support initial favorable eligibility determinations, periodic reinvestigations, or to implement a continuous evaluation program.</p> <p>2. Records of people issued clearances. Includes:</p> <ul style="list-style-type: none"> • questionnaires • summaries of reports prepared by the investigating agency • documentation of agency adjudication process and final determination <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	DESTROY 5 YEARS AFTER EMPLOYEE OR CONTRACTOR RELATIONSHIP ENDS. [GRS 5.6-181] DAA-GRS-2021-0001-0008		SORN - NASA 10SECR
01/103.0.B.01	PERSONNEL SECURITY CLEARANCE FILES	<p>B. Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic reinvestigations, or to implement a continuous evaluation program.</p> <p>1. Personnel suitability and eligibility investigative reports.</p> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	DESTROY IN ACCORDANCE WITH THE INVESTIGATING AGENCY INSTRUCTION. [GRS 5.6-170]		SORN - NASA 10SECR

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/103.0.B.02	PERSONNEL SECURITY CLEARANCE FILES	<p>B. Investigative reports and related documents agencies create or use to support initial favorable eligibility determinations, fitness determinations, and periodic reinvestigations, or to implement a continuous evaluation program.</p> <p>2. Reports and records created by agencies conducting investigations under delegated investigative authority.</p> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	<p>DESTROY IN ACCORDANCE WITH DELEGATED AUTHORITY AGREEMENT OR MEMORANDUM OF UNDERSTANDING.</p> <p>[GRS 5.6-171]</p>		SORN - NASA 10SECR
01/103.0.C	PERSONNEL SECURITY CLEARANCE FILES	<p>C. Index to the Personnel Security Case Files.</p> <p>Includes lists and reports showing the current security clearance status of individuals.</p> <p>Personnel security clearance case files and related indexes maintained by the personnel security office.</p>	<p>DESTROY WHEN SUPERSEDED OR OBSOLETE..</p> <p>[GRS 5.6-190]</p>		SORN - NASA 10SECR
01/104.0	GODDARD SPACE FLIGHT CENTER (GSFC) LOCATOR AND INFORMATION SERVICES TRACKING SYSTEM (LISTS)	<p>Employee identification cards/information. Records contained in the system will consist of privacy and personal information for all onsite and off-site NASA/GSFC civil servants and onsite and near-site contractors, tenants, and other guest workers possessing or requiring badge identifications. LISTS is a comprehensive and accurate source of information for institutional services and planning, general and personal information in order to assist the</p>	<p>DESTROY WHEN 30 DAYS OLD.</p> <p>[GRS 5.6-090]</p>		SORN - GSFC 51LISTS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Security office in issuing picture badge identifications and in coordinating clearance requests; to establish for the Library an authorization for use of its printed materials; to identify the listed emergency contact in case of an emergency to a center employee or guest worker; and to provide a home address in case an employee or guest worker must be contacted during off hours or for official mailings to a home address.			
01/105.0.A	IDENTIFICATION CREDENTIALS FILES	<p>A. Applications and supporting documentation, such as chain-of-trust records, for identification credentials. Mandatory and optional data elements housed in the agency identity management system and printed on the ID card or encoded to the ID card.</p> <p>Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.</p>	<p>DESTROY 6 YEARS AFTER THE END OF AN EMPLOYEE OR CONTRACTOR'S TENURE.</p> <p>[GRS 5.6-120] (N 12-24a, N 8-4)</p> <p>DAA-GRS-2021-0001-0005</p>		application of ID card; log of activities that documents who took action, what action was taken, when and where the action took place, and what data was collected; lost or stolen credential documentation or police report.

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/105.0.B	IDENTIFICATION CREDENTIALS FILES	<p>B. Identification Cards</p> <p>Records about credential badges (such as smart cards) that are (1) based on the HSPD-12 standards for identification cards issued to Federal employees, contractors, and affiliates, and (2) used to verify the identity of individuals seeking physical access to Federally controlled Government facilities, and logical access to Government information systems. Also referred to as Common Access Cards (CAC) cards, Personal Identity Verification (PIV) cards, and Homeland Security Presidential Directive 12 (HSPD-12) credentials.</p>	<p>DESTROY IMMEDIATELY UPON EXPIRATION, CONFISCATION, OR RETURN.</p> <p>[GRS 5.6-121] (N 12-24b, N 8-4b)</p>		
01/105.1	TEMPORARY AND LOCAL FACILITY IDENTIFICATION AND CARD ACCESS RECORDS	<p>Temporary employee, contractor, and occasional visitor facility and network identification access card and identity management system records.</p> <p>Identification verification credentials issued by facility or building managers to provide local verification credentials and cards issued by facility or building managers to provide local identification and access. Includes:</p> <ul style="list-style-type: none"> • temporary identification cards issued to temporary employees, contractors, and occasional visitors who do not meet the FIPS 201 Standard requirements for PIV issuance • supplemental cards issued to access elevators • personnel identification records stored in an identity management system for temporary card issuance 	<p>Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner.</p> <p>[GRS 5.6-130] DAA-GRS-2021-0001-0006</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		• parking permits			
01/105.3.A	UNCLAIMED PERSONAL PROPERTY RECORDS	A. Records for property valued over \$500. Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government.	TEMPORARY. DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER THE DATE TITLE TO THE PROPERTY VESTS IN THE GOVERNMENT. GRS 5.6-060		Loss statements; Lost-and-found logs and release forms; Receipts; reports
01/105.3.B	UNCLAIMED PERSONAL PROPERTY RECORDS	B. Records for property valued at \$500 or less. Records accounting for non-Government, personally owned property lost, abandoned, unclaimed, or believed stolen on premises owned or leased by the Federal Government.	TEMPORARY. DESTROY 30 DAYS AFTER THE PROPERTY IS FOUND. GRS 5.6-061		Loss statements; Lost-and-found logs and release forms; Receipts; reports
01/106.0.A	FIREARMS - ACCOUNTABILITY / QUALIFICATION	A. Records of acquisitions of firearms.	DESTROY 1 YEAR AFTER FIREARM IS DESTROYED OR TRANSFERRED. [DA: N1-255-94-1] (N 12-10) [DA: N1-255-09-1]		
01/106.0.B	FIREARMS - ACCOUNTABILITY / QUALIFICATION	B. Certificate to carry firearms.	DESTROY 1 YEAR AFTER TERMINATION OF CERTIFICATE. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 12-11)		
01/106.0.C	FIREARMS - ACCOUNTABILITY and QUALIFICATION	C. Data relating to individual qualifications, training, and maintenance of proficiency in the use of firearms.	Cutoff after termination of individual. Destroy 5 years after cutoff.		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			[DAA-0255-2022-0003-0001]		
01/106.0.D	UNIFORM AND EQUIPMENT TRACKING RECORDS	<p>D. Records tracking uniforms and equipment issued to security personnel, including:</p> <ul style="list-style-type: none"> • firearms (type, serial number, manufacturer, caliber, firearm registration date, storage location data, etc.) • communication devices issued to security personnel such as mobile radios and walkie-talkies • body armor such as bullet-proof vests • police baton and holder • handcuffs and keys 	DESTROY 3 MONTHS AFTER RETURN OF EQUIPMENT. [GRS 5.6-030]		
01/108.0	INFORMATION SECURITY VIOLATIONS RECORDS	<p>Case files about investigating alleged violations of executive orders, laws, or agency regulations on safeguarding national security information. Includes allegations referred to the Department of Justice or Department of Defense. Includes final reports and products.</p> <p>Exclusion 1: Documents placed in Official Personnel Folders. GRS 2.2, Employee Management Records covers these records.</p> <p>Exclusion 2: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	<p>DESTROY 5 YEARS AFTER CLOSE OF CASE OR FINAL ACTION, WHICHEVER OCCURS SOONER.</p> <p>[GRS 5.6-200] (N 12-22, N 12-21)</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/108.2.A	INSIDER THREAT	<p>A. Insider threat administrative and operations records.</p> <p>Records about insider threat program and program activities.</p>	<p>TEMPORARY. DESTROY WHEN 7 YEARS OLD. GRS 5.6-210 DAA-GRS-2017-0006-0028</p>	<p>NRRS 3.33, Employee Training Records, covers records on mandatory employee training about insider threats.</p>	<p>Briefing materials and presentations; Correspondence related to data gathering; Implementation guidance; Periodic inventory of all information, files, and systems; Plans or directives and supporting documentation, such as: independent and self-assessments, corrective action plans, evaluative reports; Procedures, operational manuals, and related development records; Status reports</p>
01/108.2.B	INSIDER THREAT	<p>B. Insider threat inquiry records.</p> <p>Records about insider threat program inquiries initiated or triggered due to derogatory information or occurrence of an anomalous incident. Includes initiated and final reports, referrals, and associated data sets.</p>	<p>TEMPORARY. DESTROY 25 YEARS AFTER CLOSE OF INQUIRY. GRS 5.6-220 DAA-GRS-2017-0006-0029</p>	<p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	
01/108.2.C	INSIDER THREAT	<p>C. Insider threat information</p> <p>Data collected and maintained by insider threat programs undertaking analytic and risk-based data collection activities to implement insider threat directives and standards. Includes, but is not limited to: Counterintelligence and security information, Information assurance information, Human resources information, Investigatory and law enforcement information, Public information</p>	<p>TEMPORARY. DESTROY WHEN 25 YEARS OLD. GRS 5.6-230 DAA-GRS-2017-0006-0030</p>	<p>Exclusion: Case files of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p>	<p>Agency, bureau, or department data; Court records; Disciplinary files; Enterprise audit data which is user attributable; Facility access records, including visitor records; Financial disclosure filings; Foreign contact reports; Generic open source and social media data; Intelligence records; Levels of network access; Levels of physical access; Medical records/data; Outside work and activities requests; Payroll and voucher files; Personal biographical and identification data, including U.S. Government name check data; Personal contact records; Personnel files; Personnel security files; Personnel usernames and aliases; Polygraph examination reports; Print logs; Private industry data; Referral records; Security violation files; Statements of complainants, informants, suspects, and</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
					witnesses; Travel records; Unauthorized use of removable media
01/108.2.D	INSIDER THREAT	<p>D. Insider threat user activity monitoring (UAM) data</p> <p>User attributable data collected to monitor user activities on a network to enable insider threat programs and activities to: identify and evaluate anomalous activity involving National Security Systems (NSS), identify and assess misuse (witting or unwitting), or exploitation of NSS by insiders, support authorized inquiries and investigations</p>	<p>TEMPORARY. DESTROY WHEN 10 YEARS OLD OR IF INQUIRY, 25 YEARS AFTER INQUIRY CLOSE. [Retention meets NASA business need per SMEs.] GRS 5.6-240 DAA-GRS-2017-0006-0031</p>	<p>Exclusion: Records of any subsequent investigations are covered under agency-specific schedules, such as Office of the Inspector General schedules.</p> <p>Legal authority: CNSSD No. 504, 4 February 2014</p>	
01/109.0.B	CONTAINER FILES	<p>B. RETURNABLE Documents reflecting the receipt, transfer, and return to vendor of receiving reports, reports of survey, shipping documents, reports, or similar documents.</p>	<p>DESTROY 3 YEARS AFTER RETURN OF CONTAINER OR PURCHASE OF CONTAINER, WHICHEVER IS APPLICABLE. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 17-23)</p>		
01/111.0.A	ACCOUNTABILITY AND CONTROL	<p>A. ACCESS TO CLASSIFIED AND CONTROLLED UNCLASSIFIED RECORDS Including records regarding FOIA, PA, and MDR</p> <p>Records documenting identity, internal routing, and final disposition of classified documents. Also, records documenting control points and accountability for information relating to access requests.</p>	<p>DESTROY OR DELETE 5 YEARS AFTER DATE OF LAST ENTRY, FINAL ADJUDICATION BY COURTS, OR FINAL ACTION BY AGENCY (SUCH AS DOWNGRADING, TRANSFER OR DESTRUCTION OF RELATED CLASSIFIED DOCUMENTS, OR</p>		<p>agent and researcher files; forms accompanying documents to ensure continuing control, showing names of people handling the documents, intra-office routing, and comparable data; forms, registers, ledgers, logs, and tracking systems documenting requester identity and contact information, request date, and nature or purpose of request; inventories of controlled records</p>

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			RELEASE OF INFORMATION FROM CONTROLLED UNCLASSIFIED STATUS), AS MAY APPLY, WHICHEVER IS LATER. [GRS 4.2-040] DAA-GRS-2019-0001-0003		
01/111.0.B.01	ACCOUNTABILITY AND CONTROL	B. CLASSIFIED DOCUMENTS 1. INFORMATION ACCESS AND PROTECTION TRACKING AND CONTROL RECORDS	DESTROY 2 YEARS AFTER LAST FORM ENTRY, REPLY, OR SUBMISSION; OR WHEN ASSOCIATED DOCUMENTS ARE DECLASSIFIED OR DESTROYED, OR WHEN AUTHORIZATION EXPIRES; WHICHEVER IS APPROPRIATE. [GRS 4.2-030] (N 12-3) DAA-GRS-2019-0001-0002		records documenting receipt, internal routing, dispatch, and destruction of unclassified records; requests and authorizations for individuals to have access to classified files; tracking databases and other records used to manage overall program
01/111.0.B.02	ACCOUNTABILITY AND CONTROL	B. CLASSIFIED DOCUMENTS 2. ACCESS CONTROL RECORDS	DESTROY 2 YEARS AFTER LAST FORM ENTRY, REPLY, OR SUBMISSION; OR WHEN ASSOCIATED DOCUMENTS ARE DECLASSIFIED OR DESTROYED. [Retention meets NASA business need per SMEs.]		comparable data used to control access into classified document containers; names or other personal identifiers of individuals who know combinations; safe and padlock combinations

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			[GRS 4.2-031] DAA-GRS-2013-0007-0020		
01/111.0.B.03	ACCOUNTABILITY AND CONTROL	<p>B. CLASSIFIED DOCUMENTS 3. RECORDS RELATING TO CLASSIFIED OR CONTROLLED UNCLASSIFIED DOCUMENT CONTAINERS</p> <p>Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security such as SF-701 and SF-702.</p>	<p>DESTROY 2 YEARS AFTER LAST FORM ENTRY, REPLY, OR SUBMISSION; OR WHEN ASSOCIATED DOCUMENTS ARE DECLASSIFIED OR DESTROYED.</p> <p>[Retention meets NASA business need per SMEs.]</p> <p>[GRS 4.2-032] DAA-GRS-2016-0002-0003</p>	Note: Forms involved in investigations are not covered by this item. They are instead retained according to the schedule item for records of the investigation.	
01/112.0.A	SECURITY CLASSIFICATION SYSTEMS	<p>A. AUTOMATIC AND SYSTEMATIC DECLASSIFICATION REVIEW PROGRAM RECORDS</p> <p>Files related to the review of permanent records in anticipation of automatic declassification at 25, 50, or 75 years per Executive Order 13526, and the periodic review of records exempted from automatic declassification. Files include program records documenting declassification decision.</p>	<p>DESTROY/DELETE AFTER CONDUCTING NEXT REVIEW OR WHEN SUBJECT RECORDS ARE TRANSFERRED TO NARA.</p> <p>[GRS 4.2-100] DAA-GRS-2020-0002-0001</p>		
01/112.0.B	SECURITY CLASSIFICATION SYSTEMS	<p>B. FUNDAMENTAL CLASSIFICATION GUIDANCE REVIEW FILES</p> <p>Reports, significant correspondence, drafts, received, comments, and related materials responding to “fundamental classification guidance review” as required by Executive Order 13526 Section 1.9.</p>	<p>DESTROY 5 YEARS AFTER REPORT IS SUBMITTED TO ISOO.</p> <p>[GRS 4.2-110]</p>	Note: This item does not cover reports and correspondence received at the Information Security Oversight Office (ISOO).	

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/113.0	INDUSTRIAL SECURITY FILES	Documents relating to the security requirements of contracts as part of the National Industrial Security Program.	Destroy 3 years after contract close or when no longer needed, whichever is later. [DAA-0255-2022-0003-0002]		
01/114.0.A.01	VISITOR PROCESSING RECORDS	A. VISITORS Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and report on vehicles and passengers. 1. Areas requiring highest level security awareness.	DESTROY WHEN 5 YEARS OLD.. [GRS 5.6-110] (N 12-15)		SORN - NASA 10SECR
01/114.0.A.02	VISITOR PROCESSING RECORDS	A. VISITORS Registers or logs recording names of outside contractors, service personnel, foreign national and other visitors, employees admitted to areas, and report on vehicles and passengers. 2. All other facility security areas.	DESTROY WHEN 2 YEARS OLD.. [GRS 5.6-111]		SORN - NASA 10SECR
01/116.0.A.1.	FACILITY SECURITY	A. SENSITIVE COMPARTMENTED INFORMATION (SCIF) 1. Sensitive Compartmented Information Facility (SCIF) accreditation records Physical security plans for SCIF construction, expansion, or modification.	TEMPORARY. DESTROY WHEN SUPERSEDED BY SUBSEQUENT SCIF ACCREDITATION. [Retention meets NASA business need per SMEs] GRS 5.6-140 DAA-GRS-2017-0006-0019		Construction Security Plan (CSP); Initial Fixed Facility Checklist; Pre-accreditation inspection report; TEMPEST Checklist

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/116.0.A.2	FACILITY SECURITY	A. SENSITIVE COMPARTMENTED INFORMATION (SCIF) 2. Sensitive Compartmented Information Facility (SCIF) inspection records. Inspection records required by Intelligence Community Directive (ICD) 705.	DESTROY WHEN SUPERSEDED. [Retention meets NASA business need per SMEs] GRS 5.6-150 DAA-GRS-2017-0006-0020		Accreditation authorization documents; Co-utilization approvals; Copies of any waivers granted by the Cognizant Security Authority (CSA); Emergency Action Plans; Fixed Facility Checklist; Inspection reports, including Technical Surveillance Counter Measures (TSCM) reports, for the entire period of SCIF accreditation; Memoranda of agreements (MOAs); Operating procedures; Special Security Officer/Contractor Special Security Officer (SSO/CSSO) appointment letters
01/116.0.B.1	FACILITY SECURITY ASSESSMENT RECORDS	B. FACILITY SECURITY ASSESSMENT RECORDS 1. Areas requiring highest level security awareness. Includes areas designated by the Interagency Security Committee as Facility Security Level V. Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a security awareness status by Government agencies.	TEMPORARY. DESTROY 5 YEARS AFTER UPDATING THE SECURITY ASSESSMENT OR TERMINATING THE SECURITY AWARENESS STATUS, WHICHEVER IS SOONER. GRS 5.6-080 DAA-GRS-2017-0006-0010		facility notes; inspector notes and reports; vulnerability assessments
01/116.0.B.2	FACILITY SECURITY ASSESSMENT RECORDS	B. FACILITY SECURITY ASSESSMENT RECORDS 2. All other facility security areas Reports of surveys and inspections of facilities assigned security cognizance by Government agencies, and related documents. Surveys and inspections of security and safety measures at Government or privately owned facilities assigned a	TEMPORARY. DESTROY 3 YEARS AFTER UPDATING THE SECURITY ASSESSMENT OR TERMINATING THE SECURITY AWARENESS STATUS, WHICHEVER IS SOONER. GRS 5.6-081 DAA-GRS-2017-0006-0011		facility notes; inspector notes and reports; vulnerability assessments

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		security awareness status by Government agencies.			
01/117.0.A	SAFETY FILES - PROPERTY	A. INSPECTING OFFICE Safety inspection and maintenance records for all NASA real and personal property.	DESTROY 5 YEARS AFTER DISPOSAL. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-6)	NOTE: Payload Safety Data Files/Records are maintained under AFS 8680 See Schedule 8 for records created in this series.	
01/117.0.B	SAFETY FILES - PROPERTY	B. ALL OTHER OFFICES/COPIES Safety inspection and maintenance records for all NASA real and personal property.	DESTROY WHEN 4 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/117.5	SAFETY ACTIVITIES RECORDS	Records, regardless of format, of safety activities by designated organizational personnel other than the office of functional responsibility for the safety program, including Supervisor Safety Visit records, minutes of periodic safety meetings, fire extinguisher location logs, and related materials. Internal organizational safety activities records would be included in this item. Cutoff date is based on date of document, activity, or entry in log.	CUTOFF AT THE END OF THE FISCAL OR CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [DAA-0255-2016-0001]		
01/118.0	GROUND-BASED PRESSURE SYSTEMS RECORDS	Reports and correspondence related to design, inspection, and certification of Ground-Based Pressure Systems. Records may include Inspection reports, Pressure System Condition Reports Category C, Low Energy/Low Risk Requests, Pressure Systems Design Review Records, Waivers, and Weld/Braze Inspection Reports. Certification packages include active	DESTROY WHEN 25 YEARS OLD. [N1-255-99-3] [DA: N1-255-09-1]	Note: If Pressure Vessels and Systems ceases to exist and records are at least 3 years old, early destruction of records can be requested through NASA Records Officer at Headquarters.	

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		and superseded records. Inspection and re-certification dates are based on NASA inspection table requirements. Cutoff date is date of document.			
01/119.0.A	FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES	<p>A. PRECEDENT OR UNUSUAL CASES</p> <p>Cases selected by pertinent NASA Officials, i.e., Chief, NASA Security Office, Associate Administrator, Office of Safety and Mission Assurance, and all type A and B mishaps.</p> <p>Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p> <p>[DA: N1-255-94-1] (N 12-8)</p>		
01/119.0.B	FIRE, EXPLOSION, AND ACCIDENT INVESTIGATIVE FILES	<p>B. ROUTINE CASES</p> <p>Case files, investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without</p>	<p>DESTROY 3 YEARS AFTER FINAL INVESTIGATION OR REPORTING ACTION OR WHEN 3 YEARS OLD, WHICHEVER IS LATER.</p> <p>[GRS 5.6-100]</p>		

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		referral to other organizational elements.			
01/119.5.A	SAFETY CONCERNS AND SUGGESTIONS REPORTING	<p>A. OFFICE OF PRIMARY RESPONSIBILITY</p> <p>Records and reports, regardless of format, on employee safety concerns and suggestions. Records consist of safety concerns, unexpected occurrences, and related beneficial safety suggestions. EXCLUDING facility repairs or maintenance requests that are reported to the Center's safety organization.</p>	<p>DESTROY OR DELETE 1 YEAR AFTER SUGGESTION DISPOSITION OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [DAA-0255-2016-0002]</p>		
01/119.5.B	SAFETY CONCERNS AND SUGGESTIONS REPORTING	<p>B. ALL OTHER OFFICES AND COPIES</p> <p>Records and reports, regardless of format, on employee safety concerns and suggestions. Records consist of safety concerns, unexpected occurrences), and related beneficial safety suggestions. EXCLUDING facility repairs or maintenance requests that are reported to the Center's safety organization.</p>	<p>CUTOFF AT END OF FISCAL OR CALENDAR YEAR. DESTROY 90 DAYS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [DAA-0255-2016-0002]</p>		
01/120.0.A.01	SAFETY REPORTS / RECORDS	<p>A. NASA SAFETY REPORTS - ANNUAL</p> <p>Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DoL report requires.)</p> <p>1. Headquarters.</p>	<p>DESTROY WHEN 15 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-4)</p>		

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/120.0.A.02	SAFETY REPORTS / RECORDS	<p>A. NASA SAFETY REPORTS - ANNUAL Statistical reports, surveys on loss and injuries compiled by Headquarters from reports described in B of this item. (This is typically an annual report that can, but is not limited to, include hardware loss, and more information/data than DoL report requires.)</p> <p>2. Centers (feeder reports to HQ).</p>	<p>DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/120.0.B.01	SAFETY REPORTS / RECORDS	<p>B. SAFETY PROGRAM REPORTS Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345.</p> <p>1. Headquarters.</p>	<p>DESTROY WHEN 15 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-3)</p>	NOTE: 01-17-02, NASA Forms 344 and 345 no longer exist and have not been used for many years. (THIS IS AN INACTIVE SERIES OF RECORDS.)	
01/120.0.B.02	SAFETY REPORTS / RECORDS	<p>B. SAFETY PROGRAM REPORTS Statistical reports from Centers regarding injuries and accidents, such as NASA Forms 344 and 345.</p> <p>2. Centers and all other offices/copies.</p>	<p>DESTROY WHEN 12 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>	NOTE: 01-17-02, NASA Forms 344 and 345 no longer exist and have not been used for many years. (THIS IS AN INACTIVE SERIES OF RECORDS.)	
01/120.0.C	SAFETY REPORTS / RECORDS	<p>C. INDIVIDUAL ACCIDENT REPORTS</p> <p>Forms, reports, correspondence, and related medical and investigatory relating to on-the-job injuries whether or not a claim for compensation was made, EXCLUDING copies filed in the Employee Medical Folder and copies submitted to the Department of Labor (DoL).</p>	<p>DESTROY 3 YEARS AFTER COMPENSATION CEASES OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. [GRS 2.4-100] (N 21-5)</p>		

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Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/120.0.D	SAFETY REPORTS / RECORDS	D. PROTECTIVE AND PREVENTIVE MEASURES REPORTS	SEE ITEM 116 OF THIS SCHEDULE [DA: N1-255-09-1] (N 21-7)		
01/120.0.E	SAFETY REPORTS / RECORDS	E. SAFETY AND RELIABILITY REPORTS Files consist of Safety & Reliability Reports including Hazard Reports and Risk Assessments relating to the KSC Ground Support Equipment that interfaces with the flight hardware. Files contain, but are not limited to: Preliminary-, KSC-Hazard Reports; ESR-, Mission Safety-, Safety-, and System/Subsystem-Assessments; System Safety Review Panel Issues; System Assurance, Failure Mode & Effects-Analyses; Critical Items Lists; Design Review Reports; and, Criticality Assessments.	CUTOFF WHEN THE RISK/ SAFETY ASSESSMENT/ANALYSIS IS COMPLETE/INACTIVE. DESTROY WHEN 15 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]		
01/121.0.A	ACCIDENT/MISHAP INCIDENT CASE FILES	A. HEADQUARTERS Recordkeeping copy (paper). Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed.	DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-2)		
01/121.0.B	ACCIDENT/MISHAP INCIDENT CASE FILES	B. CENTERS, ALL OTHER OFFICES/COPIES Recordkeeping copy (paper) Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed.	DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/121.0.C	ACCIDENT/MISHAP INCIDENT CASE FILES	C. INDIVIDUAL ACCIDENT REPORTS Correspondence, reports, and all related papers concerning potential or actual individual accidents or incidents occurring at ground centers. Cutoff date is date case closed.	SEE ITEM 120 C. OF THIS SCHEDULE.		
01/122.0	MISHAP INVESTIGATION BOARD FILES	Files contain, in addition to others listed, photographs, witness interviews and all other materials concerning the investigation.	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD. [DA: N1-255-94-1, 14]		
01/123.0	SPECIAL PERMIT FILES	Requests for permits to operate and handle special type machines and tools controlled by manufacturers.	DESTROY ON EXPIRATION OF PERMIT OR WHEN SUPERSEDED. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-8)		
01/124.0	HEALTH PHYSICS AND PROCESS CONTROL DATA LOGS	Records of Health Physics Daily Logs, Water Activity Analysis Logs, Geiger-Mueller Analysis Logs, Air Sample Analysis Logs, Daily Routine Health Physics Logs, Background and Efficiency Logs, Portable Survey Instrument Calibration Logs, and Source Movement, Inventory and Leak Test Logs.	DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 21-9)		
01/125.0.A	SAFETY STANDARDS FILES	A. OFFICE DEVELOPING THE STANDARDS Documents created in the development of safety standards and practices in developmental and production operations; the safety location, design, layout, and	DESTROY WHEN 10 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER. [DA: N1-255-94-1]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		construction of facilities where fuels, propellants, or other hazardous materials are handled or operations are exposed to ignition hazards; the safe handling, storage, and movement of hazardous materials; and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.	[DA: N1-255-09-1] (N 21-1)		
01/125.0.B	SAFETY STANDARDS FILES	<p>B. ALL OTHER OFFICES/COPIES</p> <p>Documents created in the development of safety standards and practices in developmental and production operations; the safety location, design, layout, and construction of facilities where fuels, propellants, or other hazardous materials are handled or operations are exposed to ignition hazards; the safe handling, storage, and movement of hazardous materials; and other areas requiring safety standards. The files include recommendations, coordination actions, studies, and other actions taken to establish standards.</p>	<p>DESTROY 2 YEARS AFTER SUPERSEDED OR OBSOLETE, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>		
01/126.0.A	HEALTH AND OCCUPATIONAL MEDICINE RECORDS	<p>A. NASA HEALTH INFORMATION MANAGEMENT SYSTEM - NASA 10 HIMS</p> <p>NASA Civil Service employees and applicants; other agency civil service and military employees working at NASA; visitors to centers; onsite</p>	<p>SEE FOLLOWING INDIVIDUAL ITEMS LISTED SEPARATELY BY RECORD SERIES/CATEGORY.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>	<p>NOTE: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.</p>	SORN - NASA 10HIMS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		contractor personnel who receive job related examinations, have mishaps or accidents, or come to the clinic for emergency or first aid treatment.			
01/126.0.B	HEALTH AND OCCUPATIONAL MEDICINE RECORDS	B. SPACE FLIGHT PERSONNEL AND THEIR FAMILIES	* PERMANENT * SEE SCHEDULE 8.	NOTE: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.	
01/126.0.C.01	HEALTH AND OCCUPATIONAL MEDICINE RECORDS	C. HEALTH AND MEDICAL REPORTS Statistical reports on health and medical services and vital statistics reports on NASA personnel. Includes copies of statistical summaries and reports with related papers pertaining to employee health, retained by reporting unit. 1. Headquarters.	DESTROY 6 YEARS AFTER DATE OF SUMMARY OR REPORT. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 11-5)	NOTE: Occupational Safety and Health Administration (OSHA) records are maintained under AFS 8720. See Schedule 8 for records created in this series.	
01/127.0.A.01.B	EMPLOYEE HEALTH RECORDS	A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF) 1. Examinations recorded on SF 78, such as pre-employment physical examinations; health qualification placement records; disability retirement examinations; fitness for duty examinations; and any other documents deemed of long-term value as defined in 5 CFR part 293, subpart E. (b) Separated employees.	30 DAYS AFTER SEPARATION TRANSFER TO NATIONAL PERSONNEL RECORDS CENTER (NPRC), ST. LOUIS, MO. NPRC WILL DESTROY 75 YEARS AFTER BIRTH DATE, 60 YEARS AFTER DATE OF THE EARLIEST DOCUMENT IN THE FOLDER IF THE DATE OF BIRTH CANNOT BE		SORN - NASA 10HIMS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			ASCERTAINED, OR 30 YEARS AFTER LATEST SEPARATION, WHICHEVER IS LATER. [GRS 2.7-060]		
01/127.0.A.02	EMPLOYEE HEALTH RECORDS	A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF) 2. TEMPORARY or SHORT-TERM records as defined in the FPM. Records may consist of forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit, EXCLUDING records cited in "a." above. These are records that are not required for filing in the EMF, and if not retained by the agency, should UNDER NO CIRCUMSTANCES be sent to the NPRC.	DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER OF EMPLOYEE. [GRS 2.7-061]		SORN - NASA 10HIMS
01/127.0.A.03	EMPLOYEE HEALTH RECORDS	A. INDIVIDUAL HEALTH CASE FILES - EMPLOYEE MEDICAL FOLDER (EMF) 3. Individual Employee Health Case Files created prior to establishment of the EMF system that has been retired to an FRC.	DESTROY 60 YEARS AFTER RETIREMENT TO NARA RECORDS STORAGE FACILITY. [GRS 2.7-062]		SORN - NASA 10HIMS
01/127.0.B.01	EMPLOYEE HEALTH RECORDS	B. INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD CARDS/FILES Records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, or clearance by Government medical staff, for non-	DESTROY 10 YEARS AFTER THE MOST RECENT ENCOUNTER. [GRS 2.7-070] (N 11-2)		SORN - NASA 10HIMS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		work related purposes, EXCLUDING records covered by A. above. 1. NASA Employees Cards that contain such information as date of employee's visit, diagnosis, and treatment.			
01/127.0.B.02	EMPLOYEE HEALTH RECORDS	B. INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD CARDS/FILES Records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, or clearance by Government medical staff, for non-work related purposes, EXCLUDING records covered by A. above. 2. Onsite Contractor Personnel Doctor's clinic records or similar records that contain data of visit, diagnosis, and treatment.	DESTROY 8 YEARS AFTER INDIVIDUAL'S EMPLOYMENT ON-SITE IS TERMINATED. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 11-3)		SORN - NASA 10HIMS
01/127.0.B.03	EMPLOYEE HEALTH RECORDS	B. INDIVIDUAL NON-OCCUPATIONAL HEALTH RECORD CARDS/FILES Records in this series include forms, correspondence, and other documents, including summary records, documenting an individual employee's medical history, physical condition and visits to Government health facilities, or clearance by Government medical staff, for non-work related purposes, EXCLUDING records covered by A. above.	CUTOFF AT END OF CALENDAR YEAR. DESTROY 7 YEARS AFTER CUTOFF. [DAA-0255-2017-0008-0001]		SORN - NASA 10HIMS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		3. Visitors Seeking Use of NASA Facilities Health and medical history information and records that contain results of physicals or medical assessment.			
01/127.0.C.01	EMPLOYEE HEALTH RECORDS	C. EMPLOYEE ASSISTANCE PROGRAM Personal case files consisting of handwritten notes, letters to physicians or counselors, calendar of treatment(s), authorization releases, after care information and telephone messages. Case files are to be maintained separate from the EMF and/or the Official Medical Record(s), kept to an absolute minimum, and handled with privacy in accordance with Section 408 of Public Law 92-155.	DESTROY 5 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE. [DA: N1-255-90-8] [DA: N1-255-09-1]		SORN - NASA 10HIMS
		1. Management Referral.			
01/127.0.C.02	EMPLOYEE HEALTH RECORDS	C. EMPLOYEE ASSISTANCE PROGRAM Personal case files consisting of handwritten notes, letters to physicians or counselors, calendar of treatment(s), authorization releases, after care information and telephone messages. Case files are to be maintained separate from the EMF and/or the Official Medical Record(s), kept to an absolute minimum, and handled with privacy in accordance with Section 408 of Public Law 92-155.	DESTROY 2 YEARS AFTER LAST DATE IN FILE, OR UPON TERMINATION OF EMPLOYEE. [DA: N1-255-90-8] [DA: N1-255-09-1]		SORN - NASA 10HIMS
		2. Voluntary.			

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/127.7.0.A	MEDICAL QUALITY ASSURANCE RECORDS	A. Medical incident investigations Records of medical incidents and subsequent investigations occurring in the NASA healthcare system	RETAINED BY CHIEF HEALTH AND MEDICAL OFFICER. DESTROY 20 YEARS AFTER DATE OF INCIDENT. [N1-255-10-6]		SORN - NASA 10HIMS
01/127.7.B.01.A	MEDICAL QUALITY ASSURANCE RECORDS	B. Health Care Provider Credentialing and Privileging Records Records may include individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation. Records may also contain information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings. 1. Credentialing records (a) Professional credentials of licensed and unlicensed healthcare providers employed by NASA health facilities.	RETAIN ONSITE AT CENTER OF SERVICE. DESTROY 15 YEARS AFTER EMPLOYEE SEPARATION. [N1-255-10-6]		SORN - NASA 10HIMS
01/127.7.B.01.B	MEDICAL QUALITY ASSURANCE RECORDS	B. Health Care Provider Credentialing and Privileging Records Records may include individual's name, address, date of birth, social security number, name of medical or	DESTROY WHEN NO LONGER NEEDED FOR APPLICANT SELECTION PURPOSES. [N1-255-10-6]		SORN - NASA 10HIMS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>professional school attended and year of graduation. Records may also contain information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and involvement in any administrative, professional or judicial proceedings.</p> <p>1. Credentialing records</p> <p>(b) Professional credentials of licensed and unlicensed healthcare professionals who are unsuccessful applicants to NASA health facilities.</p>			
01/127.7.B.02	MEDICAL QUALITY ASSURANCE RECORDS	<p>B. Health Care Provider Credentialing and Privileging Records</p> <p>Records may include individual's name, address, date of birth, social security number, name of medical or professional school attended and year of graduation. Records may also contain information involving the individual's license, registration or certification by a State licensing board and/or national certifying body, citizenship, honor and awards, professional performance, experience, judgment, education qualifications, Drug Enforcement Administration certification, evaluation of clinical and/or technical skills, and</p>	<p>RETAINED BY CHIEF HEALTH AND MEDICAL OFFICER. DESTROY 15 YEARS AFTER EMPLOYEE SEPARATION.</p> <p>[N1-255-10-6]</p>		SORN - NASA 10HIMS

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		involvement in any administrative, professional or judicial proceedings.			
		2. Privileging actions (adverse actions, impaired provider, Fair Hearings) Records of employment actions taken regarding licensed and unlicensed healthcare providers, including any adverse actions taken as a result of impairment (inability to perform duties due to physical or mental impairment) or other issue.			
		Records that contain "Personally Identifiable Information" must be managed per guidance of NASA and Federal privacy policies.			
01/128.0	CLINIC SCHEDULING RECORDS	CLINIC SCHEDULING RECORDS • Scheduling records of clinic visits, both occupational and non-occupational. Includes: patient's name, time of appointment, and type of work to be performed • details for pending, confirmed, and upcoming appointments, including date, time, clinic, care team and reason for visit • notifications about appointment updates • patient visit and other scheduling-related statistics	DESTROY WHEN 3 YEARS OLD. [GRS 2.7-010]		
01/129.0	NARCOTICS AND SEDATIVE DRUG RECORDS	All records on the control and disposition of narcotic and sedative drugs, including completed NASA Forms 1387, describing dosages, shipments, inventories, and verifications.	DESTROY WHEN 3 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 11-11)		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/129.5.A.01	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations. Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.</p> <p>1. All employee-related beryllium exposure records and supporting documentation. See Notes 1, 2, and 4.</p>	<p>CUT OFF UPON EMPLOYMENT TERMINATION. DESTROY 75 YEARS AFTER CUTOFF. [DAA: 255-2011-0005]</p>	<p>129.5 Note 1 Examples of documents of data files that could be part of an official record: Case specific correspondence General and routine correspondence Field notes and observations Sampling forms and data Analytical methodologies notes Calculations, and mathematical methods used Training Background data and information and notes Records of Decision (ROD) Laboratory and all other reports Work sheets Sampling plans and collection methodologies Photos Interviews Final reports and/or forms</p> <p>Note 2 Examples of employee exposures records:</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>Chemical exposure evaluation</p> <p>Metals exposure evaluation</p> <p>Incident or exposure evaluation</p> <p>Complaint investigation</p> <p>Ergonomic Investigation</p> <p>Indoor air quality investigation</p> <p>Noise exposure evaluation</p> <p>Heat stress evaluation</p> <p>Asbestos abatement monitoring records</p> <p>All qualitative exposure assessments</p> <p>Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.</p>	
01/129.5.A.02	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS</p> <p>All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the</p>	<p>CUT OFF UPON EMPLOYMENT TERMINATION.</p> <p>DESTROY 30 YEARS AFTER CUTOFF.</p> <p>[DAA: 0255-2011-0004]</p>	<p>129.5 Note 1</p> <p>Examples of documents of data files that could be part of an official record:</p> <p>Case specific correspondence</p> <p>General and routine correspondence</p> <p>Field notes and observations</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>most protective federal, state and local industrial hygiene protection statutes and regulations. Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.</p> <p>2. All other employee-related exposure records and supporting documentation. See Notes 1, 2, and 4.</p>		<p>Sampling forms and data</p> <p>Analytical methodologies notes</p> <p>Calculations, and mathematical methods used</p> <p>Training</p> <p>Background data and information and notes</p> <p>Records of Decision (ROD)</p> <p>Laboratory and all other reports</p> <p>Work sheets</p> <p>Sampling plans and collection methodologies</p> <p>Photos</p> <p>Interviews</p> <p>Final reports and/or forms</p> <p>Note 2 Examples of employee exposures records:</p> <p>Chemical exposure evaluation</p> <p>Metals exposure evaluation Incident or exposure evaluation</p> <p>Complaint investigation</p> <p>Ergonomic Investigation</p> <p>Indoor air quality investigation</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>Noise exposure evaluation</p> <p>Heat stress evaluation</p> <p>Asbestos abatement monitoring records</p> <p>All qualitative exposure assessments</p> <p>Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.</p>	
01/129.5.A.03	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS</p> <p>All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations. Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.</p> <p>3. All non-employee related beryllium records and supporting documentation. See Notes 1, 3, and 4.</p>	<p>CUT OFF ANNUALLY. DESTROY 75 YEARS AFTER CUTOFF.</p> <p>[DAA: 255-2011-0003]</p>	<p>129.5 Note 1</p> <p>Examples of documents of data files that could be part of an official record:</p> <p>Case specific correspondence</p> <p>General and routine correspondence</p> <p>Field notes and observations</p> <p>Sampling forms and data</p> <p>Analytical methodologies notes</p> <p>Calculations, and mathematical methods used</p> <p>Training</p> <p>Background data and information and notes</p> <p>Records of Decision (ROD)</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>Laboratory and all other reports</p> <p>Work sheets</p> <p>Sampling plans and collection methodologies</p> <p>Photos</p> <p>Interviews</p> <p>Final reports and/or forms</p> <p>Note 3 Examples of records not related to employees:</p> <p>Process or chemical reviews</p> <p>General workplace evaluations</p> <p>Local exhaust system evaluations</p> <p>Personal Protective Equipment evaluations</p> <p>Job/Safety Hazard Analyses</p> <p>Final reports and/or forms</p> <p>Design reviews</p> <p>Training</p> <p>Work authorizations and permits</p> <p>Chemical inventories</p> <p>Audits, inspections, and corrective action plans</p> <p>Equipment calibrations</p> <p>Note 4 Retention period under these</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				items may be lengthened to comply with state or local statutes and regulations.	
01/129.5.A.04	INDUSTRIAL HYGIENE RECORDS	<p>A. SURVEY RECORDS</p> <p>All qualitative and quantitative records and supporting documentation of monitoring, sampling, or measuring of toxic or harmful chemical, physical, or biological agents in the workplace. This includes, but is not limited to, analytical methodologies, calculations and background data relevant to interpretation of the results. Other records created in compliance with the most protective federal, state and local industrial hygiene protection statutes and regulations. Executive Orders, and industry standards including, but not limited to, the most current, OSHA, NIOSH, NASA NPRs, ACGIH, ANSI and ASHRAE standards.</p> <p>4. All other non-employee related records and supporting documentation. See Notes 1, 3, and 4.</p>	<p>CUT OFF ANNUALLY.</p> <p>DESTROY 30 YEARS AFTER CUTOFF.</p> <p>[DAA: 255-2011-0005]</p>	<p>129.5 Note 1</p> <p>Examples of documents of data files that could be part of an official record:</p> <p>Case specific correspondence</p> <p>General and routine correspondence</p> <p>Field notes and observations</p> <p>Sampling forms and data</p> <p>Analytical methodologies notes</p> <p>Calculations, and mathematical methods used</p> <p>Training</p> <p>Background data and information and notes</p> <p>Records of Decision (ROD)</p> <p>Laboratory and all other reports</p> <p>Work sheets</p> <p>Sampling plans and collection methodologies</p> <p>Photos</p> <p>Interviews</p> <p>Final reports and/or forms</p>	

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
				<p>Note 3 Examples of records not related to employees: Process or chemical reviews General workplace evaluations Local exhaust system evaluations Personal Protective Equipment evaluations Job/Safety Hazard Analyses Final reports and/or forms Design reviews Training Work authorizations and permits Chemical inventories Audits, inspections, and corrective action plans Equipment calibrations</p> <p>Note 4 Retention period under these items may be lengthened to comply with state or local statutes and regulations.</p>	
01/129.5.B	INDUSTRIAL HYGIENE RECORDS	B. ADMINISTRATIVE RECORDS	SEE NRRS 1/78.F.		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/129.5.C	INDUSTRIAL HYGIENE RECORDS	C. Copies of any records above.	DESTROY WHEN NO LONGER NEEDED. [DAA: 0255-2011- 0001]		
01/130.5.A	RADIATION SAFETY, CONTROL, AND COMPLIANCE RECORDS	Records maintained by Radiation Safety Officers or Radiation Safety Programs required for compliance with Federal, state, or local regulations. This includes, but is not limited to: <ul style="list-style-type: none"> • Provisions of the radiation protection program • Surveys • Exposure records • Training documentation • Calibrations • Records of handling of radiation and byproduct material • Program audits • Radiation safety committee records • Decommissioning records 	Temporary. Destroy 75 years after the termination of the license or program. [DAA-255-2022-0004- 0001]		
01/130.5.B	RADIATION SAFETY, CONTROL, AND COMPLIANCE RECORDS	Non-ionizing Radiation Records All non-ionizing radiation survey records, supporting documentation of monitoring and measuring in the workplace. This includes, but is not limited to: <ul style="list-style-type: none"> • Analytical methodologies • Calculations • Background data relevant to interpretation of the results. The most current industry consensus standards apply, including, but not limited to, OSHA, NASA NPRs, ACGIH, FAA, and ANSI standards.	Temporary. Cut off annually. Destroy 30 years after cutoff. [DAA-255-2022-0004- 0002]		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/133.0.A	ETHICS PROGRAM FILES	<p>A. ETHICS PROGRAM IMPLEMENTATION , INTERPRETATION, COUNSELING, AND DEVELOPMENT FILES</p> <p>General ethics program records.</p> <p>Records created and maintained to coordinate and manage an agency's ethics program. Records relate to the development, review, implementation, and interpretation of proposed or established executive branch standards of ethical conduct and other ethics regulations; conflict of interest and other ethics related statutes and Executive Orders; and any agency supplemental standards of ethical conduct and other agency ethics-related regulations and directives. Includes:</p> <ul style="list-style-type: none"> • records documenting the review of proposed or established ethics-related statutes and regulations by ethics program officials, including copies of proposed legislation, comments, and all related records. • determinations, including advice and counseling to individual employees, and supporting records. • records relating to advice and counseling on Hatch Act matters • records relating to requests under agency supplemental standards of ethical conduct for prior approval of outside employment and activities. 	<p>TEMPORARY. DESTROY 6 YEARS FOLLOWING THE CONCLUSION OF AN ETHICS REGULATORY REVIEW, PROVISION OF ADVICE TO AN EMPLOYEE, MAKING A DETERMINATION REGARDING OUTSIDE EMPLOYMENT OR AFTER SUCH DETERMINATION IS NO LONGER IN EFFECT OR APPLICABLE, OR WHEN NO LONGER NEEDED FOR AN ACTIVE INVESTIGATION; WHICHEVER IS LATER. [GRS 2.8-010]</p>		SORN - NASA 10SCCF
01/133.0.C.01	ETHICS PROGRAM FILES	C. ETHICS AGREEMENTS RECORDS	<p>TEMPORARY. DESTROY 6 YEARS</p>	Note: Ethics Pledges and associated waiver	SORN - NASA 10SCCF

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		<p>Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including:</p> <p>1. Agreements for employees who do not file financial disclosure reports. Includes:</p> <ul style="list-style-type: none"> • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications 	<p>AFTER THE WAIVER OR OTHER AGREED-UPON DETERMINATION OR ACTION HAS BEEN ISSUED OR UNDERTAKEN, OR 6 YEARS AFTER IT IS NO LONGER IN EFFECT, OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. [GRS 2.8-100]</p>	<p>certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): Prescribing Standards of Ethical Conduct for Government Officers and Employees</p>	
01/133.0.C.02	ETHICS PROGRAM FILES	<p>C. ETHICS AGREEMENTS RECORDS</p> <p>Records documenting the review and issue of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest, including:</p> <p>2. Agreements for employees who file financial disclosure reports. Includes:</p> <ul style="list-style-type: none"> • review of recusals, resignations, reassignments, and divestitures • determinations • authorizations • waivers • waivers of disqualifications 	<p>TEMPORARY. DESTROY AT THE SAME TIME AS THE EMPLOYEE'S LAST RELATED FINANCIAL REPORT IS DESTROYED OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. [GRS 2.8-101]</p>	<p>Note: Ethics Pledges and associated waiver certifications are filed in the political appointee's Official Personnel Folder or equivalent folder under the authority of Executive Order 13490 (Jan. 21, 2009): Prescribing Standards of Ethical Conduct for government Officers and Employees</p>	SORN - NASA 10SCCF
01/133.0.D	ETHICS PROGRAM FILES	<p>D. REFERRALS AND NOTIFICATIONS OF VIOLATIONS OF CRIMINAL CONFLICT OF INTEREST STATUTES AND OTHER POTENTIAL VIOLATIONS FILES</p>	<p>TEMPORARY. DESTROY 6 YEARS AFTER FINAL DISPOSITION OF THE REFERRAL TO EITHER THE IG OF DOJ.</p>		SORN - NASA 10SCCF

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Referrals to Inspectors General or the Department of Justice concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution, and copies of OGE Form 202, Notification of Conflict of Interest Referral.	[GRS 2.8-020]		
01/133.0.E.01	ETHICS PROGRAM FILES	E. ETHICS PROGRAM REVIEW RECORDS 1. OGE Program Review Records Records relating to OGE reviews of agency compliance with executive branch ethics laws and regulations in such areas as financial disclosure, education and training, and advice and counseling. This includes OGE program review reports, notes and background materials produced during OGE program reviews, agency 60-day response letters, and other follow-up records sent to OGE on the resolution of program deficiencies.	TEMPORARY. DESTROY 6 YEARS AFTER ALL OUTSTANDING ETHICS PROGRAM REVIEW DEFICIENCIES HAVE BEEN RESOLVED OR WHEN THE DOCUMENTATION FOR THE NEXT PROGRAM REVIEW IS ON FILE, WHICHEVER IS LATER. [GRS 2.8-050]		SORN - NASA 10SCCF
01/133.0.E.02	ETHICS PROGRAM FILES	E. ETHICS PROGRAM REVIEW RECORDS 2. Agency Program Review Files	TEMPORARY. DESTROY 6 YEARS FOLLOWING THE CONCLUSION OF AN ETHICS REGULATORY REVIEW. [GRS 2.8-010]		SORN - NASA 10SCCF
01/133.0.G	ETHICS PROGRAM FILES	G. OFFICE OF GOVERNMENT ETHICS PROGRAM QUESTIONNAIRE RECORDS Questionnaires completed by ethics officials, such as the "Annual Agency	DESTROY 3 YEARS AFTER SUBMISSION. [GRS 2.8-040]		SORN - NASA 10SCCF

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Ethics Program Questionnaire," the "Annual Agency Ethics Officer (DAEO) Survey," and other questionnaires and surveys, including records created or collected to prepare responses to ethics program questionnaires and surveys.			
01/133.0.H	ETHICS PROGRAM FILES	<p>H. ETHICS TRAINING RECORDS</p> <p>Records include but are not limited to:</p> <ul style="list-style-type: none"> • administration of new employee ethics orientations. annual, and other types of ethics training • agency's annual written plans • notices about training requirements and course offerings • rosters of employees required to attend and verification of training completed • instructor guides, handbooks, handouts and other materials 	DESTROY WHEN 6 YEARS OLD OR WHEN SUPERSEDED, WHICHEVER IS LATER. [GRS 2.6-020]		SORN - NASA 10SCCF
01/133.0.I.01	ETHICS PROGRAM FILES	<p>I. REPORTS OF PAYMENTS ACCEPTED FROM NON-FEDERAL SOURCES</p> <p>1. Agency Reports</p> <p>Reports, including the "Semiannual Report of Payments Accepted from a Non-Federal Source," submitted by agencies to the Office of Government Ethics and reported on the OGE Form 1353 (SF 326). Reports summarize payments made to the agency from non-Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties.</p>	TEMPORARY. DESTROY 3 YEARS FOLLOWING SUBMISSION OF THE REPORT TO OGE. [GRS 2.8-030]		SORN - NASA 10SCCF

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/133.0.I.02	ETHICS PROGRAM FILES	<p>I. REPORTS OF PAYMENTS ACCEPTED FROM NON-FEDERAL SOURCES</p> <p>2. Supporting Documentation Documentation, such as statements and forms, used to complete the submitted reports.</p>	<p>TEMPORARY. DESTROY 1 YEAR FOLLOWING SUBMISSION OF THE REPORT TO OGE. [GRS 2.8-031]</p>		SORN - NASA 10SCCF
01/134.0.A.01	FINANCIAL DISCLOSURE REPORTING FILES	<p>A. PUBLIC FINANCIAL DISCLOSURE REPORTS Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>1. Reports for individuals filing in accordance with the Ethics in Government Act, as amended (5 U.S.C. app.) including the Stop Trading on Congressional Knowledge Act of 2012 (STOCK Act) (Pub. L. 112-105), and not subsequently confirmed by the U.S. Senate.</p> <p>Legal Citation: 5 U.S.C. app. Section 105, 5 CFR 2634.603</p>	<p>TEMPORARY. DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR THE POSITION OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED [GRS 2.8-060]</p>		
01/134.0.A.02	FINANCIAL DISCLOSURE REPORTING FILES	<p>A. PUBLIC FINANCIAL DISCLOSURE REPORTS Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>2. All other reports</p> <p>Legal Citation: 5 U.S.C. app. Section 105, 5 CFR part 2634.603</p>	<p>TEMPORARY. DESTROY 6 YEARS AFTER RECEIPT OF THE OGE FORM 278 OR 278e BY THE AGENCY OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS MANDATORY;</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			DEVIATIONS ARE NOT ALLOWED. [GRS 2.8-061]		
01/134.0.A.03	FINANCIAL DISCLOSURE REPORTING FILES	<p>A. PUBLIC FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>3. Periodic transaction reports. OGE 278-T forms filed by reporting individuals in accordance with the STOCK Act of 2012, and related records.</p> <p>Legal Citation: STOCK Act, Publ. L. 112-105</p>	<p>TEMPORARY.</p> <p>DESTROY 7 YEARS AFTER RECEIPT BY THE AGENCY OR WHEN THE RELATED SUBSEQUENT OGE FORM 278 (SF 278) IS READY FOR DESTRUCTION 6 YEARS LATER. THE REPORTS MAY BE RETAINED LONGER IF NEEDED FOR ACTIVE INVESTIGATION. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED.</p> <p>[GRS 2.8-062]</p>		
01/134.0.A.04	FINANCIAL DISCLOSURE REPORTING FILES	<p>A. PUBLIC FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Personnel Public Financial Disclosure Reports (OGE Form 278) (formerly SF 278), OGE Form 278e, and related records.</p> <p>4. Requests to inspect or receive copies of executive branch personnel public financial disclosure reports or other covered records (OGE Form 201 or agency equivalent form).</p>	<p>TEMPORARY.</p> <p>DESTROY WHEN THE REQUESTED REPORT IS DESTROYED. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED.</p> <p>[GRS 2.8-063]</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
		Legal Citation: 5 U.S. C. app. Section 105(b)(2)			
01/134.0.B.01	FINANCIAL DISCLOSURE REPORTING FILES	<p>B. CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.</p> <p>1. Reports for individuals not subsequently confirmed by the U.S. Senate.</p> <p>Legal Citation: 5 CFR 2634.604</p>	<p>TEMPORARY.</p> <p>DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR THE POSITION OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED [GRS 2.8-070]</p>		
01/134.0.B.02	FINANCIAL DISCLOSURE REPORTING FILES	<p>B. CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS</p> <p>Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.</p> <p>2. All other reports</p> <p>Legal Citation: 5 CFR 2634.604</p>	<p>TEMPORARY.</p> <p>DESTROY 6 YEARS AFTER RECEIPT OF THE OGE FORM 450 BY THE AGENCY, EXCEPT WHEN THE OGE FORM 450 SUPPORTS ONE OR MORE SUBSEQUENT OPTIONAL OGE FORM 450-As THEN DESTROY 6 YEARS AFTER RECEIPT OF THE LAST RELATED OGE FORM 450-A BY THE AGENCY, OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION,</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED. [GRS 2.8-071]		
01/134.0.B.03	FINANCIAL DISCLOSURE REPORTING FILES	<p>B. CONFIDENTIAL FINANCIAL DISCLOSURE REPORTS Executive Branch Confidential Financial Disclosure Reports (OGE Form 450) and Confidential Certificates of No New Interests (OGE Optional Form 450-A) and related records.</p> <p>3. OGE Optional form 450-A Reports</p> <p>Legal Citation: 5 CFR 2634.604, 5 CFR 2634.905</p>	<p>TEMPORARY. DESTROY 6 YEARS AFTER RECEIPT OF THE OGE FORM 450-A REPORT BY THE AGENCY, ALONG WITH THE ASSOCIATED OGE FORM 450, OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED. [GRS 2.8-072]</p>	<p>Note: The OGE Form 450-A, filed for up to 3 consecutive years following the filing of an OGE Form 450, is an alternative disclosure report to the OGE From 450 when there are no new interests to be reported by the filer. The “supporting OGE Form 450” cannot be destroyed until the last OGE From 450-A report is ready for destruction.</p>	
01/134.0.C.01	FINANCIAL DISCLOSURE REPORTING FILES	<p>C. ALTERNATIVE OR ADDITIONAL FINANCIAL DISCLOSURE REPORTS AND RELATED RECORDS</p> <p>1. Reports for individuals not subsequently confirmed by the U.S. Senate</p> <p>Legal Citation: 5 U.S.C. app. Section 105</p>	<p>TEMPORARY. DESTROY 1 YEAR AFTER NOMINEE CEASES TO BE UNDER CONSIDERATION FOR THE POSITION OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS</p>		

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
			MANDATORY; DEVIATIONS ARE NOT ALLOWED. [GRS 2.8-080]		
01/134.0.C.02	FINANCIAL DISCLOSURE REPORTING FILES	C. ALTERNATIVE OR ADDITIONAL FINANCIAL DISCLOSURE REPORTS AND RELATED RECORDS 2. All other reports Legal citation: 5 U.S.C. app. Section 105	TEMPORARY. DESTROY 6 YEARS AFTER RECEIPT OF THE FINANCIAL DISCLOSURE REPORT BY THE AGENCY OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED. [GRS 2.8- 081]		
01/134.0.D	FINANCIAL DISCLOSURE REPORTING FILES	D. FINANCIAL DISCLOSURE SUPPORTING DOCUMENTATION Supporting documentation used to review and verify the filer's report submission.	TEMPORARY. DESTROY AT THE SAME TIME AN INDIVIDUAL'S RELATED FINANCIAL DISCLOSURE REPORT IS DESTROYED OR 6 YEARS AFTER THE INDIVIDUAL HAS SUBMITTED THEIR LAST FINANCIAL DISCLOSURE REPORT; OR WHEN NO LONGER NEEDED FOR ACTIVE INVESTIGATION, WHICHEVER IS LATER. [GRS 2.8-090]		background research reports; memorialized verbal comments of filer in response to reviewer questions; reviewer's notes

NASA Record Series with Notes

Item	Name	Description	Retention	Public Notes	Content Types/Description Continued
01/135.0	INSPECTION REPORT FILES	Case files of investigations and inspection reports and related papers on NASA personnel or private concerns having relationships with NASA relating to alleged violations of standards of conduct, regulations, or of Federal criminal law.	CUTOFF AFTER CASE IS CLOSED. DESTROY WHEN 30 YEARS OLD. [DA: N1-255-94-1] (N 12-1)		
01/136.0	RECORDS NOT COVERED ELSEWHERE IN THIS HANDBOOK	RECORDS NOT COVERED ELSEWHERE IN THIS HANDBOOK	SUBMIT NASA FORM 1418, "PROPOSED CHANGE TO NASA RECORDS CONTROL SCHEDULES," TO INSTALLATION RECORDS MANAGER FOR SUBMISSION TO THE NASA RECORDS OFFICER FOR PROCESSING. [DA: N1-255-94-1]		Unscheduled Records
01/137.0	REJECTED RECORD OFFERS	Records offered to the National Archives and Records Administration but appraised as lacking sufficient research or other value to warrant permanent retention or records that do not require a SF 115. Contact Center Records Manager or the Agency Records Officer for more information on this process.	SEE 36 CFR, SECTION 1228.60, FOR POSSIBLE DONATION; OR DESTROY IMMEDIATELY IF RECORDS ARE NOT WANTED. [DA: N1-255-94-1] [DA: N1-255-09-1]		

NASA Record Series with Notes

NRRS 2: LEGAL AND TECHNICAL RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices.

This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

LEGAL

The records described in Schedule 2 pertain to the management and operation of NASA's legal and patent functions. They are created and accumulated by organizations that have management control or formulate and prescribe legal or patent policies and procedures and by activities and offices applying these procedures. This schedule describes the pertinent categories and specifies the retention period and dispositions for each.

TECHNICAL

Schedule 2 also includes records that pertain to the management and operation of NASA's scientific and technical information programs, including the technology utilization offices. These records include the published formal series of scientific and technical information, the routine operating procedures which include sending the contracting officer a copy of all correspondence with the contractor pertaining to contract administration, and the patent counsel copies of reportable items and data, and all correspondence relevant to innovations and potentially patentable inventions.

Finally, this schedule describes records of CIOs within the Agency and records documenting Information Technology program planning, operations, and compliance.

02/002.0.A.01	PATENT FILES	<p>A. PATENT SOLICITATION CASE FILES Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another Agency through a contract; invention dockets containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and ledgers showing reported invention disclosure, date, disposition, and US Patent Office action.</p> <p>1. Files for specific invention disclosures for which no patent application was filed.</p>	<p>CUTOFF AFTER CASE IS INACTIVE. DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-9)</p>
02/002.0.A.02	PATENT FILES	<p>A. PATENT SOLICITATION CASE FILES Files may include but are not limited to the following records, including invention disclosures (whether</p>	<p>CUTOFF AFTER PATENT IS ISSUED. DESTROY WHEN 20 YEARS OLD.</p>

NASA Record Series with Notes

		<p>patented or not) received by NASA via another Agency through a contract; invention dockets containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and ledgers showing reported invention disclosure, date, disposition, and US Patent Office action.</p> <p>2. File for specific invention disclosures for which patent application was filed.</p>	<p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/002.0.A.03	PATENT FILES	<p>A. PATENT SOLICITATION CASE FILES Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another Agency through a contract; invention dockets containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and ledgers showing reported invention disclosure, date, disposition, and US Patent Office action.</p> <p>3. Soliciting instructions to Centers regarding procedures for soliciting.</p>	<p>DESTROY WHEN 1 YEAR OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/002.0.B	PATENT FILES	<p>B. DETERMINATION OF RIGHTS to Employee Inventions, including documents pertaining to Executive Order 10096, et seq.</p>	<p>CUTOFF AFTER CASE IS INACTIVE OR PATENT IS ISSUED. DESTROY WHEN 25 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/002.0.C	PATENT FILES	<p>C. ASSISTANCE TO OTHER AGENCIES ON PATENTS</p>	<p>DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-1]</p>

NASA Record Series with Notes

		Files include legal assistance given to other Agencies on patent matters.	[DA: N1-255-09-1] (N13-13)
02/002.0.D	PATENT FILES	D. PATENT-SOLICITING INSTRUCTIONS TO JPL regarding solicitation procedures.	DESTROY WHEN 1 YEAR OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/002.0.E	PATENT FILES	E. ALL OTHER OFFICES/COPIES.	DESTROY WHEN OBSOLETE OR SUPERSEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/002.3	TRADEMARK FILES	<p>All trademark-related records are located under this Schedule. Trademark files (whether registered or not), including but not limited to correspondence, applications, right to use investigations, fee, renewals, infringement case files, and notification files.</p> <p>Records created in any and all media by the NASA Office of General Counsel or Center Offices of Chief Counsel, their internal NASA clients, and NASA contractors in the course of their efforts to obtain federal trademark registrations at the U.S. Patent and Trademark Office for NASA marks.</p>	<p>RETAIN IN OFFICE OF THE GENERAL/CHIEF PATENT COUNSEL. DESTROY WHEN 37 YEARS OLDS. [DA:N1-255-07-1]</p>
02/003.0.A	LEGAL OPINION/ADVICE FILES	<p>A. ADVICE AND OPINIONS – SIGNIFICANT ISSUES</p> <p>Records of requests for and OGC or Center OCC responses to requests for legal interpretations, opinions, or advice relating to a variety of issues including but not limited to partnering methods, contract actions, appropriations, employment</p>	<p>PERMANENT CUT OFF AT END OF THE CALENDAR YEAR. TRANSFER TO THE NATIONAL ARCHIVES 30 YEARS AFTER THE CUTOFF DATE. [DAA: 255-14-0003] (N13-3)</p>

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discrimination, the Freedom of Information Act, human resources, real property, privacy, security, grants management, intellectual property, export control, and international and space-related matters. Significant issues are those that set precedent for NASA or have a major impact on NASA operations. These records would include but not be limited to formal written opinions such as those issued on NASA letterhead and signed by the General Counsel, Deputy General Counsel, Associate General Counsels, or a Center Chief Counsel.

Documents reflecting requests and Office of the General Counsel (OGC) or Center Office of the Chief Counsel (OCC) responses to requests for decisions on the legal sufficiency of actions proposed by, arising within, or referred to NASA, including definitive legal interpretations supporting the consistent applications of NASA policies, applicable statutes, regulations, and/or other authorities.

02/003.0.B	LEGAL OPINION/ADVICE FILES	B. ADVICE AND OPINIONS – NON SIGNIFICANT ISSUES Records of requests for and OGC or Center OCC responses to requests for legal interpretations, opinions, or advice relating to a variety of issues including but not limited to partnering methods, contract actions, appropriations, employment discrimination, the Freedom of Information Act, human resources, real property, privacy, security, grants	TEMPORARY. CUT OFF AT THE END OF THE CALENDAR YEAR. DESTROY/DELETE 6 YEARS AFTER CUTOFF DATE. [DAA: 255-14-0003]
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NASA Record Series with Notes

management, intellectual property, export control, and international and space-related matters. Non-Significant issues are those that do not set precedent for NASA and do not have a major impact on NASA operations.

Documents reflecting requests and Office of the General Counsel (OGC) or Center Office of the Chief Counsel (OCC) responses to requests for decisions on the legal sufficiency of actions proposed by, arising within, or referred to NASA, including definitive legal interpretations supporting the consistent applications of NASA policies, applicable statutes, regulations, and/or other authorities.

02/004.0.A	CLAIM FILES	<p>A. SPECIAL MASTER CLAIMS Claims established when many claims result from a single accident, incident, or disaster.</p> <p>Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p>	<p>CUTOFF AFTER FINAL ACTION ON CASE. DESTROY WHEN 28 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-1)</p>
02/004.0.B.01	CLAIM FILES	<p>B. ROUTINE ALLOWED OR DISALLOWED CLAIMS</p> <p>1. Claims involving personal injury or a minor.</p>	<p>CUTOFF AFTER FINAL ACTION ON THE CASE. DESTROY WHEN 28 YEARS OLD.</p>

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		<p>Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p>	<p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/004.0.B.02	CLAIM FILES	<p>B. ROUTINE ALLOWED OR DISALLOWED CLAIMS</p> <p>2. All other claims.</p> <p>Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p>	<p>CUTOFF AFTER FINAL ACTION ON CASE. DESTROY WHEN 8 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/004.0.C.01	CLAIM FILES	<p>C. REPORTS</p> <p>1. Investigative Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.</p> <p>Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or</p>	<p>DESTROY 5 YEARS AFTER EXPIRATION OF PERTINENT STATUTORY PERIOD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 13-4)</p>

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		<p>death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p>	
02/004.0.C.02	CLAIM FILES	<p>C. REPORTS</p> <p>2. Miscellaneous</p> <p>Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.</p> <p>Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p>	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1] (N 13-5)</p>
02/005.0	ADMINISTRATIVE AND COURT LITIGATION CASES INVOLVING NASA	Files of cases including, but not limited to, complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of the attorney handling the case	<p>DESTROY 20 YEARS AFTER FINAL DECISION OR CASE IS SETTLED.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1] (N 13-23)</p>
02/006.0.A	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)	<p>A. PHASE I - SELECTED PROPOSALS</p> <p>Winning proposals, scores, evaluations, recommendations, and selected proposals which are funded.</p> <p>These are files that are maintained by the Technology Utilization Office at</p>	<p>RETAIN AND INCORPORATE INTO PHASE II CASE FILES.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>

NASA Record Series with Notes

		<p>NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.</p>	
02/006.0.B	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)	<p>B. PHASE I - NOT SELECTED Proposals not selected for funding.</p> <p>These are files that are maintained by the Technology Utilization Office at NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.</p>	<p>DESTROY PROPOSALS NOT FUNDED ONE YEAR AFTER COMPLETION OF END OF PHASE I. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/006.0.C	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)	<p>C. PHASE II - FUNDED PROPOSALS Original proposals, evaluation sheets, recommendations, and selection sheets.</p> <p>These are files that are maintained by the Technology Utilization Office at NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA</p>	<p>DESTROY FUNDED PHASE II FILES 3 YEARS AFTER THE END, TERMINATION, OR COMPLETION OF PHASE II. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

		in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.	
02/006.0.D	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)	<p>D. PHASE II - NOT FUNDED Proposals not selected for funding (Phase II only--but selected during Phase I process).</p> <p>These are files that are maintained by the Technology Utilization Office at NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.</p>	<p>DESTROY UNFUNDED PHASE II PROPOSALS ONE YEAR AFTER THE SELECTION ANNOUNCEMENT OF PHASE II [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/006.0.E	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR)	<p>E. NASA HEADQUARTERS – OPR These records include both Phase I and II proposals, and are microfiche in their entirety.</p> <p>These are files that are maintained by the Technology Utilization Office at NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.</p>	<p>DESTROY PAPER RECORDS AFTER MICROFICHING. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>

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02/007.0.B	TECHNOLOGY UTILIZATION FILES	<p>B. TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY) Finished published conference proceedings maintained and located at CASI (Center for AeroSpace Information).</p> <p>(Office of Primary Responsibility - NASA Headquarters, Code C)</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES IN 10 YEAR BLOCKS WHEN 30 YEARS OLD. [DA: N1-255-94-1]</p>
02/007.0.D.01	TECHNOLOGY UTILIZATION FILES	<p>D. TECHNICAL BRIEFS (TECH BRIEF) Office which originated the publication (OPR):</p> <p>1. Headquarters One record copy of each publication, including abstract.</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD. [DA: N1-255-94-1] (N 23-7)</p>
02/007.0.D.02	TECHNOLOGY UTILIZATION FILES	<p>D. TECHNICAL BRIEFS (TECH BRIEF) Office which originated the publication (OPR):</p> <p>2. Centers Innovator's working papers (including patent) relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, together with related showing inception, scope, and background.</p>	<p>DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/007.0.D.03	TECHNOLOGY UTILIZATION FILES	<p>D. TECHNICAL BRIEFS (TECH BRIEF) Office which originated the publication (OPR):</p> <p>3. All other offices/copies.</p>	<p>DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/007.0.E	TECHNOLOGY UTILIZATION FILES	E. TECHNICAL SUPPORT PACKAGE (TSP) FILES	<p>DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1]</p>

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		TSP files typically consist of basic technology that has not yet been transferred to a working/private-public organization. Files consist of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief (Item D. above), including reproducible master copy (if any) and exclusive of duplicated copies of the TSP (if this is a patent, it is the basic documentation).	[DA: N1-255-09-1] (N 23-3)
02/007.0.F.01	TECHNOLOGY UTILIZATION FILES	F. TU DISSEMINATION FILES Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 23-4)
		1. Headquarters - TU Office/Program	
02/007.0.F.02	TECHNOLOGY UTILIZATION FILES	F. TU DISSEMINATION FILES Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]
		2. All other offices/copies.	

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02/007.0.G.01.A	TECHNOLOGY UTILIZATION FILES	<p>G. NEW TECHNOLOGY FILES</p> <p>1. REPORTS</p> <p>These are new technology reports submitted to Technology Utilization Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause (an annual report).</p> <p>(a) HQ and all other NASA Centers.</p>	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-94-1] (N 23-2)</p> <p>(a) SEE DISPOSITION ABOVE.</p>	
02/007.0.G.02	TECHNOLOGY UTILIZATION FILES	<p>G. NEW TECHNOLOGY FILES</p> <p>2. CONTRACT ADMINISTRATION OF CLAUSE</p> <p>Records pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.</p> <p>☐ GSFC ONLY - This item applies to the Patent Office.</p> <p>☐ HQ and all other NASA Centers.</p>	<p>DESTROY 10 YEARS AFTER FINAL PAYMENT OR CLOSEOUT.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1] (N 23-1)</p>	
02/007.0.H.01	TECHNOLOGY UTILIZATION FILES	<p>H. TU APPLICATIONS FILES</p> <p>1. APPLICATION TEAM</p> <p>Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.</p>	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>	
02/007.0.H.02	TECHNOLOGY UTILIZATION FILES	<p>H. TU APPLICATIONS FILES</p> <p>2. APPLICATION ENGINEERING PROJECT CASE FILES</p> <p>These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format</p>	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-94-1]</p> <p>[DA: N1-255-09-1]</p>	<p>NOTE: Case files that are located at the respective lead installation and should be retired under Schedule 8, R&D Project Case Files as a</p>

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PERMANENT record series.			
02/007.0.I.01	TECHNOLOGY UTILIZATION FILES	<p>I. SPINOFF FILES</p> <p>1. SPINOFF CASE FILE Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.</p>	<p>DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/007.0.I.02.C	TECHNOLOGY UTILIZATION FILES	<p>I. SPINOFF FILES</p> <p>2. SPINOFF PUBLICATION (c) 2003 – Continuing</p>	<p>* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES WITH STI PUBLICATIONS OF ITEM 8.B.1 [DA: N1-255-04-4]</p>
02/007.5.A	EXPORT CONTROL PROGRAM RECORDS	<p>A. Records of Export Control Program administration, such as training records, program audit reports, activity logs, statistical data, correspondence, which are maintained in or linked to database management systems.</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p>	<p>DESTROY 25 YEARS AFTER LAST SYSTEM ENTRY OR WHEN NO LONGER REQUIRED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [DAA-0255-2017-0010]</p>

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02/007.5.B.01	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>1. Transaction case records held at Export Control Offices</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 8/101).</p>	<p>DESTROY 5 YEARS AFTER LICENSE EXPIRATION, RETURN OF MATERIAL (IF APPROPRIATE), OR DATE OF LAST TRANSACTION, WHICHEVER IS LATER. [DAA-0255-2017-0010]</p>	<p>Access by foreign persons to export-protected materials; Exemption certification; License issue and renewal; Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.</p>
02/007.5.B.02.A	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>2. Transaction case records of released materials held by custodian (e.g., NASA Program/Project Offices).</p> <p>(a) Records documenting export of hardware to a foreign destination (but see item (c)).</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or</p>	<p>DESTROY 5 YEARS AFTER HARDWARE IS REMOVED FROM NASA INVENTORY OR DISPOSAL ACTION IS COMPLETED WITH HARDWARE RETURNED TO NASA. [DAA-0255-2017-0010]</p>	<p>Access by foreign persons to export-protected materials; Exemption certification; License issue and renewal; Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.</p>

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		destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).		
		Records held by Installation Export Control Office and Export Control Representatives.		
		Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 8/101).		
02/007.5.B.02.B	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>2. Transaction case records of released materials held by custodian (e.g., NASA Program/Project Offices).</p> <p>(b) All other records (but see item (c).</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>Exclusion: Records that contain material subject to protection under</p>	<p>DESTROY 5 YEARS AFTER LICENSE EXPIRATION, RETURN OF MATERIAL (IF APPROPRIATE), OR AFTER DATE OF THE LAST TRANSACTION IN THE CASE FILE, WHICHEVER IS LATER. [DAA-0255-2017-0010]</p>	<p>Access by foreign persons to export-protected materials; Exemption certification; License issue and renewal; Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.</p>

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		Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 8/101).		
02/007.5.B.02.C	EXPORT CONTROL PROGRAM RECORDS	<p>B. Individual export control transaction case files documenting activities</p> <p>2. Transaction case records of released materials held by custodian (e.g., NASA Program/Project Offices).</p> <p>(c) Records existing when custodial office disbands.</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 8/101).</p>	<p>WHEN OFFICE DISBANDS, OFFER RECORDS ELECTRONICALLY TO EXPORT CONTROL OFFICE; DESTROY RECORDS THAT EXPORT CONTROL DECLINES.</p> <p>[DAA-0255-2017-0010]</p>	Access by foreign persons to export-protected materials; Exemption certification; License issue and renewal; Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.
02/007.5.B.03	EXPORT CONTROL	B. Individual export control transaction case files documenting activities	DESTROY 5 YEARS AFTER DATE OF TRANSACTION.	Access by foreign persons to export-protected materials; Exemption certification; License issue and renewal;

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	<p>PROGRAM RECORDS</p> <p>3. Records held by transportation or shipping offices that are related to items sent to foreign persons or foreign destinations.</p> <p>Records documenting Export Control Program administration and transfers to foreign entities (including persons, organizations, governments, or destinations) of materials protected under Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR).</p> <p>Records held by Installation Export Control Office and Export Control Representatives.</p> <p>Exclusion: Records that contain material subject to protection under Export Control regulations are not covered by these items. They are covered by schedule items relative to their informational content (e.g., program and project records covered under NRRS 8/101).</p>	<p>[DAA-0255-2017-0010]</p>	<p>Transfer to foreign entities, including shipment and movement of export-protected materials to, from or between foreign locations, and verbal/visual conveyance of protected materials.</p>
<p>02/007.8.A</p>	<p>SOFTWARE USAGE AGREEMENTS</p> <p>A. Electronic software release records</p> <p>Software usage agreements or other software release records. These records serve as the legal instrument(s) in releasing NASA software to recipient requesters and defining the terms and conditions of release. The records include the recipient's names and contact information, together with the date of transfer and name/version of software transferred.</p>	<p>DESTROY 50 YEARS AFTER SOFTWARE RELEASE, OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [DAA-0255-2016-0005]</p>	

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02/007.8.B	SOFTWARE USAGE AGREEMENTS	<p>B. Paper or other copies of records.</p> <p>Software usage agreements or other software release records. These records serve as the legal instrument(s) in releasing NASA software to recipient requesters and defining the terms and conditions of release. The records include the recipient's names and contact information, together with the date of transfer and name/version of software transferred.</p>	<p>DESTROY WHEN RECORD-KEEPING ELECTRONIC VERSION IS CREATED, OR WHEN REFERENCE VALUE CEASES, WHICHEVER IS LATER. [DAA-0255-2016- 0005]</p>
02/008.0.A.01	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	<p>A. PUBLICATIONS</p> <p>Published and processed documents prepared by NASA, such as technical reports, historical volumes, journal articles, conference papers, and informational materials.</p> <p>1. One copy of each publication submitted to Center for AeroSpace Information (CASI) as STI, as well as processing forms, such as Report Documentation Page (SF 298) and Document Availability Authorizations (DAAs).</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations</p>	<p>DESTROY/DELETE 5 YEARS AFTER DATE OF PUBLICATION OR WHEN REFERENCE VALUE CEASES, WHICHEVER IS LATER. [DA: N1-255-09-1] (N 1-28)</p>

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		EXTERNAL to NASA for publication and dissemination (e.g., journal articles or conference papers.)	
02/008.0.A.02	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	<p>A. PUBLICATIONS Published and processed documents prepared by NASA, such as technical reports, historical volumes, journal articles, conference papers, and informational materials.</p> <p>2. Related background papers, working papers such as notes, rough drafts, background reports and interim reports, and other such papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments retained either by publication office or author(s).</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations EXTERNAL to NASA for publication and dissemination (e.g., journal articles or conference papers.)</p>	<p>DESTROY/DELETE 15 YEARS AFTER DOCUMENT IS PUBLISHED. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/008.0.B.01	SCIENTIFIC AND TECHNICAL INFORMATION	<p>B. PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI</p> <p>1. Record copy of scientific and technical publications, including, but</p>	<p>*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES ANNUALLY IN</p>

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	PUBLICATIONS AND MATERIALS	<p>not limited to, Technical Publications, Technical Memoranda, Contractor Reports, Conference Publications, Technical Translations, Special Publications, conference and meeting papers, conference presentations, journal articles, and other forms of STI listed in NPR 2200.2.</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations EXTERNAL to NASA for publication and dissemination (e.g., journal articles or conference papers.)</p>	<p>ACCORDANCE WITH THE NATIONAL ARCHIVES APPROVED TRANSFER GUIDANCE. [DA: N1-255-04-4]</p>
02/008.0.B.02	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	<p>B. PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI</p> <p>2. Record copy of Document Availability Authorization (DAA) for each STI document.</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other</p>	<p>RETAIN AT CASI. DESTROY/DELETE WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED. [DA: N1-255-10-1]</p>

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		scientific and technical organizations EXTERNAL to NASA for publication and dissemination (e.g., journal articles or conference papers.)	
02/008.0.C	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	<p>C. Other locally published reports NOT included in "formal" STI series.</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations EXTERNAL to NASA for publication and dissemination (e.g., journal articles or conference papers.)</p>	<p>DESTROY/DELETE WHEN REFERENCE VALUE CEASES. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 23-8)</p>
02/008.0.D	SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS	<p>D. ALL OTHER COPIES of any material in items A, B, and C, and their subitems.</p> <p>Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research as well as papers submitted for NASA approval and released to other scientific and technical organizations EXTERNAL to NASA for publication and</p>	<p>DESTROY/DELETE WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>

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		dissemination (e.g., journal articles or conference papers.)			
02/009.0	NASA STI DATABASE	NASA funded or sponsored metadata records that contain abstracts, availability authorization and summarize records copy materials maintained by CASI under Item 8.B.	*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES ANNUALLY. [DA:N1-255-10-1]		
02/010.0.A	LIBRARY RECORDS	A. LIBRARY ADMINISTRATIVE RECORDS Records documenting a library's planning and management. Records may document library policies, procedures, and statistics.	TEMPORARY. DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED OR OBSOLETE. [GRS 4.4-010]	Note: For records on purchasing licenses, subscriptions, vendor services, or interagency agreements, see NRRS 5.1, Procurement Files	Correspondence and records on library staffing and relations with other libraries; Policies and procedures for developing collections, acquisitions, patron privacy, loans, and restricting library material; Promotional material describing library services and resources; Quick guides to library databases and resources, topical or customized reading lists, and bibliographies; Strategic plans, project plans
02/010.0.B	LIBRARY RECORDS	B. LIBRARY OPERATIONS RECORDS Records documenting the daily activities of running a library.	TEMPORARY. DESTROY WHEN BUSINESS USE CEASES. [GRS 4.4-020]		Correspondence and records about normal cataloging circulation, and document delivery activities; Photocopying and digitization requests; Reference inquiries and responses; Visitor logs, sign-in sheets, computer sign-up sheets, and equipment or facility registration forms
02/010.0.C	LIBRARY RECORDS	C. INTER LIBRARY-LOAN (ILL) REQUESTS	TEMPORARY. DESTROY 5 YEARS AFTER COMPLETING THE TRANSACTION. [GRS 4.4-030]		
02/012.0.A	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	A. IRM FILES - GENERAL Records in this series consist of correspondence, feeder reports that are summarized into other reports, background documentation, or other related materials.	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-1]		

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[DA: N1-255-09-1]

02/012.0.B.01.A	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>B. SELF-ASSESSMENTS</p> <p>NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides, surveys, studies, summary reports, actions plans and progress reports, and major information system inventories.</p> <p>1. Headquarters. (a) Summary reports as submitted by Center.</p>	<p>DESTROY WHEN 7 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
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02/012.0.B.01.B	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>B. SELF-ASSESSMENTS</p> <p>NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides, surveys, studies, summary reports, actions plans and progress reports, and major information system inventories.</p> <p>1. Headquarters. (b) Agency level summary reports as prepared by OPR.</p>	<p>DESTROY WHEN 7 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
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02/012.0.B.02.A	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>B. SELF-ASSESSMENTS</p> <p>NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides,</p>	<p>DESTROY WHEN 8 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1]</p>
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		surveys, studies, summary reports, actions plans and progress reports, and major information system inventories.	
		2. Centers. (a) Reports submitted to Headquarters on self-assessments.	
02/012.0.B.02.B	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	B. SELF-ASSESSMENTS NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides, surveys, studies, summary reports, actions plans and progress reports, and major information system inventories. 2. Centers. (b) OPR responsible for preparing and submitting reports to Headquarters, including background data used for summary report.	DESTROY WHEN 8 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/012.0.D.01	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	D. IRM LONG-RANGE PLANS/REPORTS Documents involving the establishment of schedules to achieve NASA's long range IRM objectives, the formulation of new concepts and requirements in IRM for planning purposes and similar matters. Included are IRM long range plans, forecasts, reports, documents reflecting the evolution of these plans/forecasts, and documents contributing to the development of such plans or forecasts.	DESTROY BACKUP DOCUMENTATION 1 YEAR AFTER COMPLETION OF THE IRM LONG RANGE PLAN. RETAIN FINAL IRM L-R PLAN ON-SITE FOR 10 YEARS AND THEN DESTROY. [DA: N1-255-94-1] [DA: N1-255-09-1]

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		<p>1. OPR - NASA Headquarters (Code JT) (Documentation may include but is not limited to the IRM L-R Plan Call Letter; incoming documentation from the contributing office; incoming external documents).</p>	
02/012.0.D.02	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>D. IRM LONG-RANGE PLANS/REPORTS Documents involving the establishment of schedules to achieve NASA's long range IRM objectives, the formulation of new concepts and requirements in IRM for planning purposes and similar matters. Included are IRM long range plans, forecasts, reports, documents reflecting the evolution of these plans/forecasts, and documents contributing to the development of such plans or forecasts.</p>	<p>DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED, WHICHEVER IS SOONER. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
		<p>2. Contributing Offices (Headquarters and Centers).</p>	
02/012.0.D.03	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>D. IRM LONG-RANGE PLANS/REPORTS Documents involving the establishment of schedules to achieve NASA's long range IRM objectives, the formulation of new concepts and requirements in IRM for planning purposes and similar matters. Included are IRM long range plans, forecasts, reports, documents reflecting the evolution of these plans/forecasts, and documents contributing to the development of such plans or forecasts.</p>	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
		<p>3. All other office/copies.</p>	

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02/012.0.E.01	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>E. IRM STRATEGIC PLAN (5 Year Plan/Updated Annually) Records consist of IRM strategies that are common to NASA that support the Agencies missions and goals by providing Agencywide perspectives and directions for NASA's IRM-related program initiatives. The plan includes IRM goals and objectives, key milestones within a three-to-five year timeframe that defines the contribution of information resources to the accomplishment of NASA's missions. Records include but are not limited to: Meeting minutes; IRM documentation; final publication or proposed "Strategic Plan."</p> <p>1. OPR - NASA Headquarters</p>	<p>RETAIN ON-SITE AND DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/012.0.E.02	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>E. IRM STRATEGIC PLAN (5 Year Plan/Updated Annually) Records consist of IRM strategies that are common to NASA that support the Agencies missions and goals by providing Agencywide perspectives and directions for NASA's IRM-related program initiatives. The plan includes IRM goals and objectives, key milestones within a three-to-five year timeframe that defines the contribution of information resources to the accomplishment of NASA's missions. Records include but are not limited to: Meeting minutes; IRM documentation; final publication or proposed "Strategic Plan."</p> <p>2. Contributing Office (Headquarters and Centers).</p>	<p>RETAIN ON-SITE AND DESTROY WHEN 6 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

02/012.0.E.03	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>E. IRM STRATEGIC PLAN (5 Year Plan/Updated Annually) Records consist of IRM strategies that are common to NASA that support the Agencies missions and goals by providing Agencywide perspectives and directions for NASA's IRM-related program initiatives. The plan includes IRM goals and objectives, key milestones within a three-to-five year timeframe that defines the contribution of information resources to the accomplishment of NASA's missions. Records include but are not limited to: Meeting minutes; IRM documentation; final publication or proposed "Strategic Plan."</p> <p>3. All other office/copies.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR WHEN 3 YEARS OLD, WHICHEVER IS LONGER. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/012.0.F.01	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>F. OMB BULLETINS (IRM PLANS - ANNUAL) Documentation consists of OMB Bulletins, background material, supporting documentation and information which may include but are not limited to records concerning: security; ICB (Information Collection Budget); Long-Range Plan Strategic Overview; Telecommunication Plan.</p> <p>1. OPR - NASA Headquarters</p>	<p>RETAIN ON-SITE AND DESTROY WHEN 3 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>
02/012.0.F.02	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	<p>F. OMB BULLETINS (IRM PLANS - ANNUAL) Documentation consists of OMB Bulletins, background material, supporting documentation and information which may include but are not limited to records concerning:</p>	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-1] [DA: N1-255-09-1]</p>

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		security; ICB (Information Collection Budget); Long-Range Plan Strategic Overview; Telecommunication Plan.	
		2. Contributing Office (Headquarters and Centers), and all other offices/copies.	
02/013.0.B.01	AUTOMATED DATA PROCESSING (ADP) RECORDS – GENERAL	B. WORD PROCESSING FILES – GENERAL Documents such as letters, memoranda, reports, handbooks, directives, manuals, briefings or presentations created on office applications, including Portable Document Format (PDF) or its equivalent.	DESTROY IMMEDIATELY AFTER COPYING TO A RECORDKEEPING SYSTEM. [GRS 5.1-020]
		1. When used to produce hard copy which is maintained in organized files.	
02/013.0.C.02	AUTOMATED DATA PROCESSING (ADP) RECORDS – GENERAL	C. ADMINISTRATIVE DATA BASES 2. ADMINISTRATIVE COMPUTER SYSTEMS MEDIA This series consists of administrative and/or financial programming software, and/or data that is used for day-to-day operations.	MEDIA IS BACKED-UP DAILY WITH STORAGE OF MEDIA ON- SITE FOR 2 WEEKS AND THEN RELEASED FOR REUSE IN THE COMPUTER OPERATIONS CENTER. (BACKUP MEDIA ARE ROTATED AND MAINTAINED OFFSITE.) [GRS 20-1] (N 27-9)
02/013.0.D	AUTOMATED DATA PROCESSING (ADP) RECORDS – GENERAL	D. ELECTRONIC SPREADSHEETS Spreadsheets generated to support administrative functions generated by an individual as background materials or feeder reports or that are recorded	DESTROY IMMEDIATELY AFTER COPYING TO A RECORDKEEPING SYSTEM. [GRS 5.1-020]

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		on electronic media, i.e., hard/floppy disks.			
02/014.0.A.01	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	A. ANNUAL ADP PLANS Developed by the installations, these plans are submitted to the Information Resources Management Policy Office (Code JTD) at Headquarters for review. The plan is consolidated into a summary report and used for active reference.	CUTOFF AFTER THE YEAR TO WHICH THE PLANS PERTAIN. DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 1-43)		
		1. Office of functional responsibility (NASA HQ).			
02/014.0.A.02	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	A. ANNUAL ADP PLANS Developed by the installations, these plans are submitted to the Information Resources Management Policy Office (Code JTD) at Headquarters for review. The plan is consolidated into a summary report and used for active reference.	DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. [DA: N1-255-94-1] [DA: N1-255-09-1]		
		2. All other offices/copies.			
02/014.0.C	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	C. SYSTEM DEVELOPMENT RECORDS These records relate to the development of information technology (IT) systems and software applications through their initial stages up until hand-off to production which includes planning, requirements analysis, design, verification and testing, procurement, and installation. Records include case files containing documentation of planning, decision making, designing, programming, testing, evaluation, and problem solving.	DESTROY 5 YEARS AFTER SYSTEM IS SUPERSEDED BY A NEW ITERATION, OR IS TERMINATED, DEFUNDED, OR NO LONGER NEEDED FOR AGENCY / IT ADMINISTRATIVE PURPOSES. [GRS 3.1-011]	Note: Use Schedule 2, Item 14.D for certain technical documentation (e.g., data dictionaries, file specifications, code books, record layouts, etc.) related to the detailed, as built design or maintenance of an electronic system containing permanent records.	Agency Security Plan; Change Control Records; Configuration Management Plan; Cost Analyses; Deployment Guide; Disaster Recovery Plan; Feasibility Studies; Information Protection Plan; Plan of Action and Milestones (POA&M); Project Plans; Project Schedules; Quality Control Plan; Requirements Documents; Resource Management Plan; Risk Assessment/Mitigation Plan; System Security Plan; Test / Acceptance Plan; Training Guide; User Guide

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Exclusion: This item does not apply to system data or content.				
02/014.0.D.01	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	<p>D. DATA ADMINISTRATION RECORDS</p> <p>Includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>1. Documentation necessary for preservation of permanent electronic records</p>	<p>*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES WITH THE PERMANENT ELECTRONIC RECORDS TO WHICH THE DOCUMENTATION RELATES.</p> <p>[GRS 3.1-050]</p>	code books; data systems specifications; data/database dictionary records; file specifications; metadata; output specification; records layouts; user guides
02/014.0.D.02	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	<p>D. DATA ADMINISTRATION RECORDS</p> <p>Includes maintenance of data standards, corporate data models, registries, and data definitions and dictionaries. Records relate to administrative support for the maintenance of data standards, data definitions and data dictionaries. This schedule includes records that explain the meaning, purpose, logical relationships, and use and origin of data. It also includes any documentation related to electronic</p>	<p>DESTROY 5 YEARS AFTER THE PROJECT/ACTIVITY/ TRANSACTION IS COMPLETED OR SUPERSEDED, OR THE ASSOCIATED SYSTEM IS TERMINATED, OR THE ASSOCIATED DATA IS MIGRATED TO A SUCCESSOR SYSTEM.</p> <p>[GRS 3.1-051]</p>	data standards; logical data model; physical data model; registries; schemas; software operating manuals; source code; table & dependency descriptions; taxonomies

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		<p>records, whether the records are part of an electronic system or stand-alone, that allows a user to understand or access the information.</p> <p>2. All documentation for temporary electronic records and documentation not necessary for preservation of permanent records.</p>	
02/014.0.E.01.A	<p>AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES</p>	<p>E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority)</p> <p>1. GENERAL POLICY FILES General policy files contain information/documentation on Agency policy for assigning staff responsibilities, changes in staff, and other related administrative matters concerning the handling and processing of APR/DPA's.</p> <p>(a) OPR - NASA Headquarters</p>	<p>HANDLE AS PERMANENT PENDING RETENTION APPROVAL.</p>
02/014.0.E.01.B	<p>AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES</p>	<p>E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority)</p> <p>1. GENERAL POLICY FILES General policy files contain information/documentation on Agency policy for assigning staff responsibilities, changes in staff, and other related administrative matters concerning the handling and processing of APR/DPA's.</p>	<p>HANDLE AS PERMANENT PENDING RETENTION APPROVAL.</p>

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(b) All other office/copies.			
02/014.0.E.02.A.01	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	<p>E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority)</p> <p>2. NASA CASE FILES Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract award). This material documents the cradle to grave process for information resources acquisitions.</p> <p>(a) OPR - NASA HEADQUARTERS (1) Active APR Files</p> <p>(i) If NO delegation authority is received. (ii) Delegation authority received.</p>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
02/014.0.E.02.A.02	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	<p>E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority)</p> <p>2. NASA CASE FILES Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for</p>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.

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		<p>Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract award). This material documents the cradle to grave process for information resources acquisitions.</p> <p>(a) OPR - NASA HEADQUARTERS</p> <p>(2) Delegation of Authority Files</p> <p>(i) If APR/DPA process is completed.</p> <p>(ii) If program or request is cancelled or terminated prematurely.</p>	
02/014.0.E.02.A.03	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	<p>E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority)</p> <p>2. NASA CASE FILES</p> <p>Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract award). This material documents the cradle to grave process for information resources acquisitions.</p> <p>(a) OPR - NASA HEADQUARTERS</p> <p>(3) Contract Award Files</p>	<p>HANDLE AS PERMANENT PENDING RETENTION APPROVAL.</p>
02/014.0.E.02.A.04	AUTOMATED DATA PROCESSING	E. IRM-APR/DPA DOCUMENTATION (Agency Procurement	HANDLE AS PERMANENT PENDING

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	(ADP) RECORDS/FILES	Request/ Delegation of Procurement Authority)	RETENTION APPROVAL.
		<p>2. NASA CASE FILES</p> <p>Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract award). This material documents the cradle to grave process for information resources acquisitions.</p> <p>(a) OPR - NASA HEADQUARTERS</p> <p>(4) Expired, Cancelled, or Terminated Case Files</p> <p>(i) PRIOR to contract award.</p> <p>(ii) AFTER contract award.</p>	
02/014.O.E.02.B. 01	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	<p>E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority)</p> <p>2. NASA CASE FILES</p> <p>Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract</p>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.

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		award). This material documents the cradle to grave process for information resources acquisitions. (b) CENTERS (1) Active APR Files (i) If NO delegation authority is received. (ii) Delegation authority received.	
02/014.0.E.02.B.02	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES	E. IRM-APR/DPA DOCUMENTATION (Agency Procurement Request/ Delegation of Procurement Authority) 2. NASA CASE FILES Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract award). This material documents the cradle to grave process for information resources acquisitions. (b) CENTERS (2) Contract Award Files	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
02/015.0.A.01	COMPUTER/ELECTRONIC MEDIA - GENERAL	A. FILES TO CREATE, USE, OR MAINTAIN MASTER FILES 1. Electronic files created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.	DESTROY 3 YEARS AFTER AGREEMENT, CONTROL MEASURES, PROCEDURES, PROJECT, ACTIVITY, OR TRANSACTION IS OBSOLETE,

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			COMPLETED, TERMINATED OR SUPERSEDED. [GRS 3.1-010] (N 27-2)	
02/015.0.A.03	COMPUTER/ELECTRONIC MEDIA - GENERAL	A. FILES TO CREATE, USE, OR MAINTAIN MASTER FILES 3. Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	DESTROY WHEN BUSINESS USE CEASES. [GRS 3.2-030]	SORN - GSFC 51EUID
02/015.0.H.01	COMPUTER/ELECTRONIC MEDIA - GENERAL	H. SECURITY BACKUP FILES Electronic files consisting of data identical in physical format to a master file or database and retained in case the master or database is damaged or inadvertently erased. 1. File identical to records scheduled for transfer to the National Archives.	DESTROY IMMEDIATELY AFTER THE IDENTICAL RECORDS HAVE BEEN CAPTURED IN A SUBSEQUENT BACKUP FILE OR AT ANY TIME AFTER THE TRANSFER REQUEST HAS BEEN SIGNED BY THE NATIONAL ARCHIVES. [GRS 3.2-050]	
02/015.0.H.02	COMPUTER/ELECTRONIC MEDIA - GENERAL	H. SECURITY BACKUP FILES Electronic files consisting of data identical in physical format to a master file or database and retained in case the master or database is damaged or inadvertently erased. 2. Files identical to records authorized for disposal in an approved NASA records schedule.	DESTROY IMMEDIATELY AFTER THE IDENTICAL RECORDS HAVE BEEN DELETED OR REPLACED BY A SUBSEQUENT BACKUP FILE. [GRS 3.2-051]	

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02/015.0.J	COMPUTER/ELECTRONIC MEDIA - GENERAL	<p>J. SPECIAL PURPOSE PROGRAMS</p> <p>Computer software programs or applications that are developed by the agency or under its direction solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule.</p> <p>EXCLUDING software or applications necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives and commercial, off-the-shelf (COTS) programs or application, unless the agency has modified such programs or applications considerably to perform a mission-related function.</p>	<p>DELETE WHEN RELATED MASTER FILE OR DATABASE HAS BEEN DELETED.</p> <p>[GRS 3.1-012]</p>	<p>Note: Computer software needs to be kept as long as needed to ensure access to, and use of, the electronic records in the system throughout the authorized retention period to comply with 36 CFR Sections 1236.10, 1236.12, 1236.14, and 1236.20.</p>
02/016.0.A	INFORMATION SERVICES SYSTEM - LaRC ONLY	<p>A. DATA</p> <p>Administrative and/or business records.</p> <p>The data for this system is in electronic format only. It is downloaded from the mainframe - data is received either weekly or monthly - and needs to be provided to users in electronic format (data is in ASCII format--located on a microprocessor). No paper documentation is created. The electronic file is extracted from a master file or database without changing it and it is used solely to produce another electronic database or medium.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WORK USE.</p> <p>[GRS 20-5]</p>	

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02/016.0.B	INFORMATION SERVICES SYSTEM - LaRC ONLY	<p data-bbox="514 178 955 227">B. PAPER</p> <p data-bbox="514 227 955 487">Records consist of user manuals and administrative paperwork/correspondence which either establishes, modifies, or changes the systems. Paperwork can include lists or requests to add or delete system users. Paperwork not required for audit or legal purposes.</p> <p data-bbox="514 519 955 941">The data for this system is in electronic format only. It is downloaded from the mainframe - data is received either weekly or monthly - and needs to be provided to users in electronic format (data is in ASCII format--located on a microprocessor). No paper documentation is created. The electronic file is extracted from a master file or database without changing it and it is used solely to produce another electronic database or medium.</p>	SEE NRRS 2, ITEM 15.B.1
02/017.0.A	COMPUTER- MEDIA STORAGE FACILITIES	<p data-bbox="514 941 955 1055">A. SPACE SCIENCE FLIGHT PROJECT/EXPERIMENT DATA (ALSO SEE SCHEDULE 8)</p> <p data-bbox="514 1055 955 1421">Media which have been used to create reduced data, or where usable data has been extracted. These data typically represent any and all orbiting spacecraft originated data, including, but not necessarily limited to, instrument and housekeeping data. Such data is sent from spacecraft such as the Compton Gamma Ray Observatory (GRO), the Upper Atmosphere Research Satellite (UARS).</p>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 26-2)

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02/017.0.B.01	COMPUTER-MEDIA STORAGE FACILITIES	B. OTHER SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL DATA 1. Environmental, oceanographic, atmospheric, terrestrial, data and/or extraterrestrial observations and measurements, medical research and/or animal or plant husbandry investigations.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 26-3)
02/017.0.B.02	COMPUTER-MEDIA STORAGE FACILITIES	B. OTHER SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL DATA 2. Data used in the development, fabrication, construction, testing, and/or routine operation of such things as instruments, vehicles, machinery, or spacecraft.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
02/017.0.C.01	COMPUTER-MEDIA STORAGE FACILITIES	C. CONTRACTOR-CREATED MEDIA 1. Scientific, engineering, and experimental data received by NASA in pursuance of Federal law or in connection with the transaction of public business and duplicated in a National Data Center.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
02/017.0.C.02	COMPUTER-MEDIA STORAGE FACILITIES	C. CONTRACTOR-CREATED MEDIA 2. Scientific, engineering, and experimental data media created under a contract and in the possession of the contractor in a Government storage facility, i.e., GSFC's Tape Staging and Storage Facility (TSSF).	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
02/018.0	DUPLICATE COMPUTER/ELECTRONIC MEDIA	Computer/electronic media that has been duplicated and provided as an extra copy to other offices or individuals other than the Principal Investigator or the Office of Primary Responsibility (OPR).	DELETE RECORDS WHEN NO LONGER NEEDED. RELEASE MEDIA FOR REUSE AS SOON AS RECORDS DELETED. [GRS 20-7] (N 26-5)

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02/019.0.A	COMMUNICATIONS RECORDS	<p>A. CORRESPONDENCE, REPORTS, AND REFERENCE FILES</p> <p>Correspondence and related records pertaining to the internal administration and operation of the communications function. Documents relating to communications planning, projecting requirements and costs, and HQ approval, such as NASA Form 1102 and 1103 and related materials. Records may include, but are not limited to: NASA Mail items/documentation (media independent) such as monthly NASA-Mail reports, user account requests and activity logs; Direct Access Computer System (DACS) requests; and any other associated user documentation.</p>	<p>DESTROY WHEN 2 YEARS OLD OR WHEN REFERENCE VALUE CEASES, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-29)</p>	SORN - GSFC 51EUID
02/019.0.B.01	COMMUNICATIONS RECORDS	<p>B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS</p> <p>1. Security equipment requirements and all related documentation and materials.</p>	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-11)</p>	
02/019.0.B.02	COMMUNICATIONS RECORDS	<p>B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS</p> <p>2. Project support communications requirements, records consist of documents reflecting support requirements for the objectives contained in the PSCN database (OPR).</p>	<p>DESTROY WHEN UPDATED OR SUPERSEDED.</p> <p>[DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-5)</p>	
02/019.0.C	COMMUNICATIONS RECORDS	<p>C. GUIDANCE, POLICY, PLANNING RECORDS</p> <p>Program files which consist of documents providing guidance or</p>	<p>HANDLE AS PERMANENT PENDING RETENTION APPROVAL.</p> <p>(N 10-4)</p>	

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		assumptions for the development of the communications segment Files consist of overall guidance, technology plans, and ADP plans - OPR, NASA Headquarters, and MSFC Com Center ONLY.	
02/019.0.D	COMMUNICATIONS RECORDS	D. INTERFERENCE REDUCTION Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electric equipment.	DESTROY WHEN 6 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-8)
02/019.0.E	COMMUNICATIONS RECORDS	E. FACILITIES LEASE REQUESTS Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA.	DESTROY 3 YEARS AFTER TERMINATION OF LEASE. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-7)
02/019.0.F.01	COMMUNICATIONS RECORDS	F. ACCOUNT FILES Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors' invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting. 1. Reference copies of vouchers, bills, invoices, and related records.	DESTROY WHEN BUSINESS USE CEASES. [GRS 1.1-011] (N 10-5)
02/019.0.F.02	COMMUNICATIONS RECORDS	F. ACCOUNT FILES Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors' invoices, and correspondence EXCLUDING fiscal copy, and including	DESTROY WHEN 3 YEARS OLD, OR 3 YEARS AFTER APPLICABLE AGREEMENT EXPIRES

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		local and commercial overseas accounting.	OR IS CANCELLED, AS APPROPRIATE. [GRS 5.5-010]
		2. Records relating to Centers, change, work orders, removal, and servicing of equipment.	
02/019.0.F.03	COMMUNICATIONS RECORDS	F. ACCOUNT FILES Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors' invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting.	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER APPLICABLE AGREEMENT EXPIRES OR IS CANCELLED, AS APPROPRIATE. [GRS 5.5-010]
		3. Copies of agreements with background data and other records relating to agreements for telecommunications services.	
02/019.0.G	COMMUNICATIONS RECORDS	G. TOLL SLIPS/STATEMENTS Telephone, telegram, TWX, toll slips, and all other communication statements and related papers.	DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010] (N 10-14)
02/019.0.H.01	COMMUNICATIONS RECORDS	H. TELECOMMUNICATIONS OPERATIONAL FILES 1. Message registers, logs, performance reports, daily load reports, and related or similar records.	DESTROY WHEN 1 YEAR OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE. [GRS 5.5-020] (N 10-12)
02/020.0.A	FIXED COMMUNICATIONS FILES	A. FACILITY PROJECTS Documents relating to the establishment, approval, and construction or implementation of fixed wire/cable, blueprints on	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES 10 YEARS AFTER

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		maintenance in-house and outside, and radio facility development projects.	DISCONTINUANCE OF FACILITY. [DA: N1-255-94-1] (N 10-6)
02/020.0.B	FIXED COMMUNICATIONS FILES	B. OPERATIONS FILES Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders or code systems.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-9)
02/020.0.C.01	FIXED COMMUNICATIONS FILES	C. TRAFFIC VOLUME REPORT Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers. 1. Office of primary responsibility.	DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-2)
02/020.0.C.02	FIXED COMMUNICATIONS FILES	C. TRAFFIC VOLUME REPORT Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers. 2. All other offices/copies.	DESTROY WHEN 6 MONTHS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1]
02/021.0.A	RADIO AND TELEVISION RECORDS	A. SERVICE CONTROL FILES Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service.	DESTROY WHEN SUPERSEDED OR ON DISCONTINUANCE OF THE FACILITY OR INSTALLATION, WHICHEVER IS SOONER. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-10)

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02/021.0.B	RADIO AND TELEVISION RECORDS	B. RADIO FREQUENCY FILES Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-1)	
02/021.0.C	RADIO AND TELEVISION RECORDS	C. COMMUNICATIONS REPRESENTATION FILES Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio frequency allocations, call signs, radio interference, and radio propagation matters.	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-1] [DA: N1-255-09-1] (N 10-3)	
02/022.0.A	IMAGERY MANAGEMENT RECORDS	A. MEDIA INDEXES Log books, caption sheets, shelf lists, indexes, catalogs, and shot lists, used as finding aids for identification, retrieval, or use.	TEMPORARY. DESTROY WHEN NO LONGER NEEDED. [GRS 4.1-010] (N 19-13)	
02/022.0.B.01	IMAGERY MANAGEMENT RECORDS	B. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES 1. Work orders and ledgers used in processing and production of photographic series (information may be contained in an electronic action tracking system).	DESTROY WHEN 3 YEARS OLD. [DA: N1-255-94-1] (N-9-4)	
02/022.0.B.02	IMAGERY MANAGEMENT RECORDS	B. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES 2. Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture).	DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE. [DA: N1-255-94-1] (N 9-5)	
02/023.0.A	PHOTOGRAPHS / STILL PICTURES	A. NOTEWORTHY IMAGERY	PERMANENT. CUT OFF ANNUALLY AT	Complete productions or new artwork/imagery created from b-roll or

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	AND MOVING IMAGERY	<p>Still or video imagery of center or agency subjects or activities of significant or historic documentary value. Records categories are institutional, education and communication (public affairs)</p> <p>All permanent multimedia records will be sent to the National Archives in the highest resolution captured in a current, readable format with an accompanying proxy or low resolution JPG for reference. Accessioned imagery should include all metadata and sidecar caption files associated with the permanent record.</p> <p>Imagery records document the work of the National Aeronautics and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.</p> <p>Exception: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 8/100 series items.</p>	<p>END OF THE CALENDAR YEAR. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN THE MOST RECENT RECORDS ARE 5 YEARS OLD. [DAA-0255-2017-0007]</p>	<p>altered imagery.; Completed still images or productions either aired on NASA TV or as official NASA releases through other media outlets, including social media; Imagery of center or agency events including dignitary visits, space milestone anniversary celebrations or memorials; Imagery of industry or technology collaboration and historic facilities; Images of potentially endangered flora and fauna existing within and around NASA sites; Portraits and imagery documentation of high-ranking or notable NASA employees</p>
02/023.0.B	PHOTOGRAPHS / STILL PICTURES AND MOVING IMAGERY	<p>B. ROUTINE IMAGERY</p> <p>Still or video imagery that does not document historically significant center or agency subjects, events, or activities.</p>	<p>CUT OFF ANNUALLY AT END OF CALENDAR YEAR. DESTROY/DELETE 7 YEARS AFTER CUTOFF</p>	<p>Imagery of training classes or meetings, employee award events, retirement ceremonies, and routine activities common to most Government agencies (e.g., CFC campaigns, history month events, blood</p>

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		<p>Imagery records document the work of the National Aeronautics and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.</p> <p>Exception: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 8/100 series items.</p>	<p>OR WHEN NO LONGER NEEDED FOR REFERENCE, WHICHEVER IS LATER. [DAA-0255-2017- 0007]</p>	<p>drives, etc.); Internal imagery communications of short-lived value.; Non-substantive commentary video</p>
02/023.0.C	PHOTOGRAPHS / STILL PICTURES AND MOVING IMAGERY	<p>C. COPIES AND NEAR DUPLICATES OF IMAGERY Duplicate copies of all imagery, and views or footage similar to and shot at the same time as selected imagery in items A and B above.</p> <p>Imagery records document the work of the National Aeronautics and Space Administration and provide a visual record of NASA events, facilities, programs, projects, and communications. They may include unique, historically significant imagery documentation, communications materials, events, testing and documentation supporting the mission of NASA, as well as routine non-historic documentation.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE PURPOSES. [DAA-0255-2017- 0007]</p>	

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		Exception: Imagery of mission oriented programs/projects/technical subjects are covered in Schedule 8/100 series items.		
02/026.0.A	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>A. INFORMATION TECHNOLOGY (IT) PROGRAM PLANNING RECORDS Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.</p> <p>This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices.</p>	DESTROY WHEN 7 YEARS OLD. [GRS 6.3-010]	Note: This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to the National Archives.
02/026.0.B	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>B. IT SYSTEM COMPLIANCE RECORDS Records documenting analyses of systems, applications, or collections of information for compliance with Federal and Agency requirements (e.g. IPTAs and PIAs).</p>	TEMPORARY. RETAIN UNTIL ANALYSIS/ASSESSMENT IS SUPERSEDED AND DESTROY ONE YEAR AFTER DECOMMISSION OF THE SUBJECT	

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		<p>This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices</p>	<p>SYSTEM/APPLICATION OR COLLECTION TERMINATION. [DAA: 255-14-0002]</p>
02/026.0.C	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>C. SYSTEM ADMINISTRATIVE MANAGEMENT RECORDS Summary data and ad hoc reports about IT systems and applications created for administrative management purposes. Records may consist of individual entries from databases maintained for compliance purposes as described in item B.</p> <p>This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices</p>	<p>TEMPORARY. UPDATE WHEN DATA OR RECORDS ARE SUPERSEDED; DESTROY WHEN NO LONGER NEEDED FOR AGENCY BUSINESS PURPOSES. [DAA: 255-14-0002]</p>
02/026.0.D	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>D. ENTERPRISE ARCHITECTURE RECORDS Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans.</p> <p>This schedule provides disposal authorization for certain records created and maintained by Federal</p>	<p>DESTROY 7 YEARS AFTER CREATING A NEW ITERATION OF THE ENTERPRISE OR INFORMATION ARCHITECTURE. [GRS 6.3-020]</p>

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Chief Information Officers (CIO) and their program offices				
02/026.0.E	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>E. IT CAPITAL INVESTMENT RECORDS Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records.</p> <p>This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices</p>	DESTROY WHEN 7 YEARS OLD.[GRS 6.3-010]	Note: Records needed to support contracts are scheduled under Schedule 5.
02/026.0.F	RECORDS OF THE CHIEF INFORMATION OFFICER	<p>F. LEGAL AND REGULATORY COMPLIANCE RECORDS Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.</p> <p>This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices</p>	CUT OFF ANNUALLY. DESTROY/DELETE WHEN 5 YEARS OLD. [GRS 27-4]	
02/026.0.G	RECORDS OF THE CHIEF	G. CIO COMMITTEE RECORDS	DESTROY WHEN 7 YEARS OLD	Note: Records of Government-wide

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	INFORMATION OFFICER	<p>Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.</p> <p>This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices</p>	[GRS 6.3-010]	committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.
02/027.0.A.01	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>A. OVERSIGHT AND COMPLIANCE FILES Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow- up activities.</p> <p>1. Performance measurements and benchmarks.</p>	<p>DESTROY 5 YEARS AFTER THE PROJECT / ACTIVITY / TRANSACTION IS COMPLETED OR SUPERSEDED. [GRS 3.1-040]</p>	
02/027.0.A.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>A. OVERSIGHT AND COMPLIANCE FILES Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings</p>	<p>DESTROY 5 YEARS AFTER THE PROJECT / ACTIVITY / TRANSACTION IS COMPLETED OR SUPERSEDED. [GRS 3.1-040]</p>	Note: See item C2 for performance files relating to systems.

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		and recommendations, and reports of follow- up activities.	
		2. All other oversight and compliance records, including certification and accreditation of equipment, quality assurance reviews and reports, reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance.	
02/027.0.B	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>B. IT FACILITY, SITE MANAGEMENT, AND EQUIPMENT SUPPORT SERVICES RECORDS.</p> <p>Records maintained by offices responsible for the control and operation of buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.</p>	<p>DESTROY 3 YEARS AFTER AGREEMENT, CONTROL MEASURES, PROCEDURES, PROJECT, ACTIVITY, OR TRANSACTION IS OBSOLETE, COMPLETED, TERMINATED OR SUPERSEDED. [GRS 3.1-020]</p>
02/027.0.C.01	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>C. IT ASSET AND CONFIGURATION MANAGEMENT FILES.</p> <p>1. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.</p>	<p>DESTROY 3 YEARS AFTER AGREEMENT, CONTROL MEASURES, PROCEDURES, PROJECT, ACTIVITY, OR TRANSACTION IS OBSOLETE, COMPLETED,</p>

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			TERMINATED OR SUPERSEDED. [GRS 3.1-020]	
02/027.0.C.02.A	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	C. IT ASSET AND CONFIGURATION MANAGEMENT FILES. 2. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow- up, and impact assessment of operational networks and systems. Includes, but is not limited to: (a) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	DESTROY 5 YEARS AFTER SYSTEM IS SUPERSEDED BY A NEW ITERATION, OR IS TERMINATED, DEFUNDED, OR NO LONGER NEEDED FOR AGENCY/IT ADMINISTRATIVE PURPOSES. [GRS 3.1-030]	
02/027.0.C.02.B	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	C. IT ASSET AND CONFIGURATION MANAGEMENT FILES. 2. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow- up, and impact assessment of operational networks and systems. Includes, but is not limited to: (b) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective	DESTROY 3 YEARS AFTER AGREEMENT, CONTROL MEASURES, PROCEDURES, PROJECT, ACTIVITY, OR TRANSACTION IS OBSOLETE, COMPLETED, TERMINATED OR SUPERSEDED. [GRS 3.1-020]	Note: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of item C2(a).

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		(enhancement) maintenance actions, including requests for service, work orders, service histories, and related records.		
02/027.0.D.01.A	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>D. SYSTEM BACKUPS AND TAPE LIBRARY RECORDS.</p> <p>1. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p> <p>(a) Incremental backup tapes.</p>	<p>DESTROY WHEN SUPERSEDED BY A FULL BACKUP, OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICHEVER IS LATER. [GRS 3.2-040]</p>	
02/027.0.D.01.B	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>D. SYSTEM BACKUPS AND TAPE LIBRARY RECORDS.</p> <p>1. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data.</p> <p>(b) Full backup tapes.</p>	<p>DESTROY WHEN SECOND SUBSEQUENT BACKUP IS VERIFIED AS SUCCESSFUL OR WHEN NO LONGER NEEDED FOR SYSTEM RESTORATION, WHICHEVER IS LATER. [GRS 3.2-041]</p>	Note: See Schedule 2/H, for backups of master files and databases.
02/027.0.E	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>E. SYSTEMS AND DATA SECURITY RECORDS</p> <p>These are records related to maintaining the security of information technology (IT) systems and data. Records outline official procedures for securing and maintaining IT infrastructure and relate to the specific systems for which they were written. This series also includes analysis of security policies, processes, and guidelines, as well as system risk management and vulnerability analyses. Includes records such as:</p>	<p>DESTROY 1 YEAR AFTER SYSTEM IS SUPERSEDED BY A NEW ITERATION OR WHEN NO LONGER NEEDED FOR AGENCY/IT ADMINISTRATIVE PURPOSES TO ENSURE A CONTINUITY OF SECURITY CONTROLS THROUGHOUT THE LIFE OF THE SYSTEM. [GRS 3.2-010]</p>	<p>Continuity of Operations Plans; Disaster Recovery Plans; Examples and references used to produce guidelines covering security issues related to specific systems and equipment; Network vulnerability assessments; Published computer technical manuals and guides; Records on disaster exercises and resulting evaluations; Risk surveys; Service test plans; System Security Plans; Test files and data</p>

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02/027.0.F.01	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>F. SYSTEM ACCESS RECORDS</p> <p>These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users.</p> <p>1. Systems requiring special accountability for access. These are user identification records associated with systems which are highly sensitive and potentially vulnerable.</p> <p>Excluding records relating to electronic signatures. (See PKI Administrative records)</p>	<p>DESTROY 6 YEARS AFTER PASSWORD IS ALTERED OR USER ACCOUNT IS TERMINATED. [GRS 3.2-031]</p>	<p>Audit trail files & extracts; Cost-back files used to assess charges for system use; Log-in files; Password files; System usage files; User profiles</p>
02/027.0.F.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>F. SYSTEM ACCESS RECORDS</p> <p>These records are created as part of the user identification and authorization process to gain access to systems. Records are used to monitor inappropriate systems access by users.</p> <p>2. Systems not requiring special accountability for access. These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users.</p> <p>Excluding records relating to electronic signatures. (See PKI Administrative records)</p>	<p>DESTROY WHEN BUSINESS USE CEASES. [GRS 3.2-030]</p>	<p>Audit trail files & extracts; Cost-back files used to assess charges for system use; Log-in files; Password files; System usage files; User profiles</p>

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02/027.0.G	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>G. COMPUTER SECURITY INCIDENT HANDLING, REPORTING AND FOLLOW-UP RECORDS</p> <p>A computer incident with the Federal government as defined by NIST Special Publication 800-61, Computer Security Incident Handling Guide, Revision 2, and (August 2012) is a violation or imminent threat of violation of computer security policies, acceptable use policies, or standard computer security practices. This item covers records relating to attempted or actual system security breaches, including break-ins ("hacks," including virus attacks), improper staff usage, failure of security provisions or procedures, and potentially compromised information assets. It also includes agency report of such incidents both internally and external. Includes records such as reporting forms, reporting tools, narrative reports and background documentation.</p>	DESTROY 3 YEARS AFTER ALL NECESSARY FOLLOW-UP ACTIONS HAVE BEEN COMPLETED. [GRS 3.2-020]	Note: Any significant incidents (e.g., a major system failure of compromise of critical government data) must be documented in program records, such as those in the office of the Inspector General, which must be scheduled separately by submitting an SF 115 to NARA.	Background documentation; Narrative reports; Reporting forms; Reporting tools
02/027.0.H	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>H. INFORMATION TECHNOLOGY OPERATIONS AND MAINTENANCE RECORDS</p> <p>These records relate to the activities associated with the operations and maintenance of the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Includes the activities associated with IT equipment, IT systems, and storage media, IT system performance testing, asset and configuration management, change management, and</p>	DESTROY 3 YEARS AFTER AGREEMENT, CONTROL MEASURES, PROCEDURES, PROJECT, ACTIVITY, OR TRANSACTION IS OBSOLETE, COMPLETED, TERMINATED OR SUPERSEDED. [GRS 3.1-020]	<p>Note 1: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the Configuration and Change Management Records.</p> <p>Note 2: Per NARA practice, documentation for</p>	equipment control systems such as databases of barcodes affixed to IT physical assets, and tracking of [approved] personally-owned devices; files concerning implementation of IT facility and site management; files identifying IT facilities and sites; inventories of IT assets, network circuits, and building or circuitry diagrams; problem reports and related decision documents relating to the software infrastructure of the network or system; records to allocate charges and track payment for software and services; requests for service; run reports; schedules

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		<p>maintenance on network infrastructure.</p> <ul style="list-style-type: none"> • Equipment support services provided to specific sites: <ul style="list-style-type: none"> o reviews, site visits reports, trouble reports, equipment service histories, reports of follow-up actions, related correspondence • Reports on operations: <ul style="list-style-type: none"> o measures of benchmarks, performance indicators, critical success factors, error and exception reporting, self-assessments, performance monitoring, management reports • Website administration: <ul style="list-style-type: none"> o frames, templates, style sheets, site maps, codes that determine site architecture, change requests, site posting logs, clearance records, requests for correction of incorrect links or content posted, requests for removal of duplicate information, user logs, search engine logs, audit logs 	<p>permanent electronic records should be transferred with the related records using the disposition authority for the related electronic records.</p>	<p>of maintenance and support activities; service histories; work orders; workload schedules</p>
02/027.0.J	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	J. CUSTOMER SERVICE FILES Technical and administrative help desk operational records.	DESTROY 1 YEAR AFTER RESOLVED, OR WHEN NO LONGER NEEDED FOR BUSINESS USE, WHICHEVER IS APPROPRIATE. [GRS 5.8-010]	analysis and reports generated from customer management data; customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports; evaluation and feedback about help desk services; quick guides and “Frequently Asked Questions” (FAWs); records of incoming requests (and responses) made by phone, email, web portal, etc.; trouble tickets and tracking logs

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02/027.0.K	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>K. INFRASTRUCTURE PROJECT RECORDS</p> <p>Information Technology (IT) infrastructure, systems, and services project records document the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications, Includes requirements for and implementation of functions such as:</p> <ul style="list-style-type: none"> • Maintaining network servers, desktop computers, and other hardware • Installing and upgrading network operating systems and shared applications • Providing data telecommunications; and infrastructure development and maintenance such as acceptance/authorization of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting. <p>Exclusion: Records relating to specific systems that support or document mission goals are covered by NRRS 8/101-117.</p>	DESTROY 5 YEARS AFTER PROJECT IS TERMINATED. [GRS 3.1-010]	Note: Records concerning the development of each information technology (IT) system and software application are covered under NRRS 2/14.C, System Development Records.	Installation and testing records; Installation reviews and briefings; Models, diagrams, schematics, and technical documentation; Operational support plans; Quality assurance and security review; Requirements specifications; Technology refresh plans; Test plans
02/027.0.L.01.A	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>L. PUBLIC KEY INFRASTRUCTURE (PKI) RECORDS</p> <p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability</p>	DESTROY/DELETE WHEN 7 YEARS 6 MONTHS, 10 YEARS 6 MONTH, OR 20 YEARS 6 MONTHS OLD, BASED ON THE MAXIMUM LEVEL OF OPERATION OF THE	Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records.	analysis and reports generated from customer management data; customer/client feedback and satisfaction surveys, including survey instruments, data, background materials, and reports; evaluation and feedback about help desk services; quick guides and "Frequently Asked Questions" (FAWs); records of

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		<p>of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>1. PKI ADMINISTRATIVE RECORDS</p> <p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>(a) Federal Bridge Certification Authority (FBCA) Certification Authorities (CAs)</p>	<p>CA, OR WHEN NO LONGER NEEDED FOR BUSINESS, WHICHEVER IS LATER. [GRS 3.2-060]</p>	<p>Agencies must determine with PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.</p>	<p>incoming requests (and responses) made by phone, email, web portal, etc.; trouble tickets and tracking logs</p>
02/027.0.L.01.B	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>L. PUBLIC KEY INFRASTRUCTURE (PKI) RECORDS</p> <p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation</p>	<p>DESTROY/DELETE WHEN 7 YEARS 6 MONTHS TO 20 YEARS 6 MONTHS OLD, BASED ON THE MAXIMUM LEVEL OF OPERATION OF THE CA, OR WHEN NO LONGER NEEDED FOR BUSINESS, WHICHEVER IS LATER. [GRS 3.2-061]</p>	<p>Note: Select PKI administrative records serve as transaction records that must be retained as part of the trust documentation set with transaction-specific records. Agencies must determine with PKI administrative records are embedded with</p>	

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		<p>records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>1. PKI ADMINISTRATIVE RECORDS</p> <p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p> <p>(b) Other (non-FBCA ET. AL.) Certification Authorities (CAs)</p>		<p>transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.</p>
02/027.0.L.02	INFORMATION TECHNOLOGY OPERATIONS AND MANAGEMENT RECORDS	<p>L. PUBLIC KEY INFRASTRUCTURE (PKI) RECORDS</p> <p>Records are PKI-unique administrative records that establish or support authentication by tying the user to a valid electronic credential and other administrative non-PKI records that are retained to attest to the reliability of the PKI transaction process. Included are policies and procedures planning records; stand-up configuration and validation records; operation records; audit and monitor records; and termination, consolidation, or reorganizing records.</p>	<p>DESTROY/DELETE WHEN 7 YEARS 6 MONTHS TO 20 YEARS 6 MONTHS OLD, BASED ON THE MAXIMUM LEVEL OF OPERATION OF THE APPROPRIATE CA AND AFTER THE INFORMATION RECORD THE PKI IS DESIGNED TO PROTECT AND/OR ACCESS IS DESTROYED ACCORDING TO AN AUTHORIZED SCHEDULE, OR IN THE</p>	<p>Note: Extreme care must be taken when applying the GRS-PKI to transaction records. Destruction of the transaction-specific and administrative records embedded in the transaction stream prior to the authorized retention of the information record that they access/protect will render the PKI incapable of performing what it is designed to do-protect</p>

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2. PKI TRANSACTION-SPECIFIC RECORDS

Records relate to transaction-specific records that are generated for each transaction using PKI digital signature technology. Records are embedded or referenced within the transaction stream and may be appended to the transaction content or information record. Along with PKI administrative and other administrative records, transaction-specific records are part of the PKI trust documentation set that establish or support the trustworthiness of a transaction. They may vary from transaction-to-transaction and agency-to-agency. When retained to support the authentication of an electronic transaction content record (information record), PKI digital signature transaction records are program records.

CASE OF PERMANENT RECORDS, WHEN THE RECORD IS TRANSFERRED TO NARA LEGAL CUSTODY. LONGER RETENTION IS AUTHORIZED IF THE AGENCY DETERMINES THAT TRANSACTION-SPECIFIC PKI RECORDS ARE NEEDED FOR A LONGER PERIOD. [GRS 3.2-062]

and provide access to the information records. Due to the relative newness of PKI technology, both from an implementation and a litigation perspective, it is recommended that agencies identify all PKI transaction records (including PKI select administrative records embedded in the transaction stream and transaction-specific records) to be retained as part of the trust documentation for the records the PKI is designed to protect and or access and link the retention of the transaction records with that of the information record it protects/accesses. Transaction records must be retained as trust documentation set records together with the content/information records.

Note: Select PKI administrative records serve as transaction records that must be

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retained as part of the trust documentation set with transaction-specific records. Agencies must determine with PKI administrative records are embedded with transaction-specific records as transaction records. These administrative records may vary from transaction-to-transaction.

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NRRS 3: HUMAN RESOURCES (PERSONNEL) RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 3 pertain to the management and operation of NASA personnel functions. These records relate to the supervision over and management of Federal civilian employees. This schedule covers the disposition of all official personnel folders of civilian employees and other records relating to civilian personnel, wherever located in the Agency. However, records such as the Official Personnel

Folders, employee performance records, and the Employee Medical Folders, are maintained according to OPM's Guide to Personnel Recordkeeping (Operating Manual 293-31), which takes precedence over any provisions of this schedule which may be in conflict therewith. This OPM guide prescribes a system of recordkeeping for certain Federal personnel records.

With the exception of electronic records created in central data processing facilities described above, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, under NASA Schedule 2, for General Record Categories, other NASA schedules as appropriate depending on record series, and, NASA Schedule 10, Records Common to Most Offices.

03/001.0.A	OFFICIAL PERSONNEL FOLDER (OPF)/ELECTRONIC OPF (eOPF)	<p>A. LONG-TERM RECORDS Records of separated employees saved to the "permanent" folder in the eOPF or filed on the right side of the hardcopy OPF.</p> <p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual's employment history.</p>	<p>UPON SEPARATION OF EMPLOYEE MOVING TO ANOTHER FEDERAL AGENCY, TRANSFER RECORDS TO THE NEW AGENCY WITHIN 5 BUSINESS DAYS. TRANSFER RECORDS OF OTHER SEPARATING EMPLOYEES TO THE NATIONAL PERSONNEL RECORDS CENTER (NPRC) BETWEEN 30 AND 90 DAYS OF SEPARATION IN ACCORDANCE WITH THE GUIDE TO PERSONNEL RECORDKEEPING. (EXCEPTIONS ARE GIVEN IN THE GUIDE.)</p> <p>NPRC WILL DESTROY WHEN SURVIVOR OR</p>	<p>NOTE 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>NOTE 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS 2/15B.</p>
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RETIREMENT CLAIMS
ARE ADJUDICATED OR
WHEN RECORDS ARE
129 YEARS OLD,
WHICHEVER IS
SOONER.
[GRS 2.2-040]
[DAA-GRS-2017-0007-
0004]

03/001.0.B	OFFICIAL PERSONNEL FOLDER (OPF)/ELECTRONI C OPF (eOPF)	<p>B. SHORT-TERM RECORDS Records of separated employees saved to the “temporary” folder in the eOPF or filed on the left side of the hardcopy OPF.</p> <p>EXCLUSIONS: See Item 3/5.A. for disposition of temporary performance-related records. See Item 3/1.5 for USCIS Form I-9.</p> <p>The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.</p>	<p>DESTROY WHEN SUPERSEDED OR OBSOLETE, OR UPON SEPARATION OR TRANSFER OF EMPLOYEE, WHICHEVER IS EARLIER. [GRS 2.2-041]</p>	<p>NOTE 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>NOTE 2: Hardcopy original personnel folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS 2/15B.</p>
03/001.0.C	OFFICIAL PERSONNEL FOLDER (OPF)/ELECTRONI C OPF (eOPF)	<p>C. ALL OTHER OFFICES/COPIES The Official Personnel Folder (Standard Form 66) or its approved electronic equivalent documents an individual’s employment history.</p>	<p>DESTROY WHEN OBSOLETE OR SUPERSEDED. [DA: N1-255-89-4] [DA: N1-255-09-1]</p>	<p>NOTE: Supervisors Personnel Files are covered by NRRS 3/9.</p> <p>NOTE 1: For transferred employees, see Chapter 7 of The Guide to Personnel Recordkeeping for instructions.</p> <p>NOTE 2: Hardcopy original personnel</p>

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<p>folders scanned into the Enterprise Human Resource Integration (EHRI) eOPF Database are covered by NRRS 2/15B.</p>			
03/001.5	EMPLOYMENT ELIGIBILITY VERIFICATION RECORDS	Employment Eligibility Verification form I-9 and any supporting documentation.	Destroy 3 years after employee separates from service or transfers to another agency. [GRS 2.2-060] DAA-GRS-2017-0007-0007
03/002.1	EMPLOYEE RELATIONS PROGRAMS ADMINISTRATIVE RECORDS	<p>Records documenting routine activities related to programs such as reasonable accommodation, displaced employees, telework/alternative worksite opportunities, anti-harassment, Alternative Dispute Resolution (ADR), Equal Employment Opportunity (EEO), and other avenues for settling disputes. Includes:</p> <ul style="list-style-type: none"> • program-related correspondence • copies of statutes, regulations, directives, and instructions • timetables and guidelines for processing case files and appealing decisions • planning records • meeting minutes • program evaluations and reports to senior management • statistical records tracking program participation and participants • records tracking programs' compliance with relevant Executive Orders and other requirements 	<p>Destroy when 3 years old.</p> <p>[GRS 2.3-010] DAA-GRS-2018-0002-0001</p>

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- records arranging for outside mediator and facilitator involvement in case settlements

Exclusion 1: Records specific to individual cases (covered by items 3/2.6.A to 3/2.5.E in this schedule).

Exclusion 2: Reports to external oversight agencies (covered by 3/2.5.A.1).

Exclusion 3: Records created by offices responsible for monitoring employee relations programs government-wide (must be scheduled individually by responsible offices).

03/002.4.A	ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES	A. ADR Case Files	Destroy 3 years after case is closed.
		Informal Process This item includes records that are not associated with another employee dispute, complaint or grievance process. Including: <ul style="list-style-type: none"> • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case • parties' written evaluations of the process 	[GRS 2.3-070] DAA-GRS-2018-0002-0007
		NOTE: This item is only applicable to Federal employee relations matters.	
03/002.4.B	ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES	B. ADR Case Files	Destroy 7 years after case is closed.
		Formal Process	[GRS 2.3-071]

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		<p>This item includes originals and copies of records generated in response to a referral from another dispute, grievance or complaint process (like EEO complaints or grievances). Including:</p> <ul style="list-style-type: none"> • agreements to use ADR • records of intake and process • records of settlement or discontinuance of case • parties' written evaluations of the process <p>NOTE: This item is only applicable to Federal employee relations matters.</p>	DAA-GRS-2018-0002-0008		
03/002.5.A.01	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	<p>A. EEO REPORTS AND EMPLOYMENT STATISTICS FILES</p> <p>1. Affirmative Action Plans, annual report to EEOC, annual report on the NO FEAR Act, compliance reports and other reports and statistical files supporting reporting requirements to Congress, EEOC and other oversight entities.</p>	<p>Destroy 6 years after report submission or oversight entity notice of approval, as appropriate. [GRS 5.7-050] DAA-GRS-2020-0001-0003</p>		
03/002.5.A.05	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	<p>A. EEO REPORTS AND EMPLOYMENT STATISTICS FILES</p> <p>5. Headquarters compiled reports.</p>	<p>DESTROY WHEN 30 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1]</p>		
03/002.5.E.01.A	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	<p>E. EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT RECORDS</p> <p>1. Official Discrimination Complaint Case Files (a) Formal Process Records at originating agency generated in response to formal</p>	<p>DESTROY 7 YEARS AFTER RESOLUTION OF CASE. [GRS 2.3-111] DAA-GRS-2018-0002-0013</p>	<p>NOTE: This item includes all records gathered in the informal process which becomes the formal process case file once a formal complaint is filed.</p>	SORN - NASA 10 EEOR

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		<p>complaints resolved within the agency, by the Equal Employment Opportunity Commission, or by a U.S. Court. Includes records gathered in the preliminary informal process, complaints, exhibits, withdrawal notices, copies of decisions, and records of hearings and meetings.</p> <p>Includes: intake sheet, summary report, notes, supporting documentation, correspondence</p>			
03/002.5.E.01.B	EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS	<p>E. EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT RECORDS</p> <p>1. Official Discrimination Complaint Case Files (b) Informal Process</p> <p>Records of cases that do not result in an EEO complaint, and cases resulting in a complaint but resolved prior to the formal process stage.</p>	<p>DESTROY 3 YEARS AFTER RESOLUTION OF CASE. [GRS 2.3-110] DAA-GRS-2018-0002-0012</p>		
03/002.6.B	REASONABLE ACCOMMODATION REQUEST RECORDS	<p>B. REASONABLE ACCOMMODATION EMPLOYEE CASE FILES</p> <p>Individual employee files created, received, and maintained by EEO reasonable accommodation, diversity/disability programs, employee relations coordinators, supervisors, administrators, or HR specialists containing records of requests for reasonable accommodation and/or assistive technology devices and services that have been requested for or by an employee.</p>	<p>DESTROY 3 YEARS AFTER EMPLOYEE SEPARATION FROM THE AGENCY OR ALL APPEALS ARE CONCLUDED WHICHEVER IS LATER. [GRS 2.3-020] DAA-GRS-2018-0002-0002</p>	<p>[Note: These records are neither part of an employee's Official Personnel File (OPF) nor part of a supervisor's unofficial personnel files.]</p>	SORN - NASA 10RAR

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Information created and maintained while receiving, coordinating, reviewing, processing, approving, and reporting requests for reasonable accommodation from federal employees and applicants under the Rehabilitation Act of 1973 and Executive Order 13164.
Includes:
Emails
forms
Medical records
Notice of procedures for informal dispute resolution or appeal processes, including ADR processes
Policy guidance documents
Records of oral conversations
Request approvals and denials
Support notes and documentation

03/004.0.A	INTERAGENCY PERSONNEL AGREEMENTS (IPA)	<p>A. RECORD COPY HQ:</p> <p>Records in this series consist of confidential files which are assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form, and any other related documentation and materials. These files are typically filed by individual's last name and include Optional Form (OF) 69 plus all associated background documentation.</p>	<p>CUTOFF AFTER TERMINATION DATE OF AGREEMENT. DESTROY WHEN 10 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1]</p>
03/004.0.B	INTERAGENCY PERSONNEL	B. ALL OTHER OFFICES/COPIES	DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD,

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	AGREEMENTS (IPA)	Records in this series consist of confidential files which are assignment agreements authorized by the Intergovernmental Personnel Act of 1970, including all correspondence, the IPA form, and any other related documentation and materials. These files are typically filed by individual's last name and include Optional Form (OF) 69 plus all associated background documentation.	WHICHEVER IS SOONER. [DA: N1-255-89-4] [DA: N1-255-09-1]	
03/005.0.A.01	EMPLOYEE PERFORMANCE RECORDS	<p>A. EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS</p> <p>Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance related material required by an agency's performance appraisal system.</p> <p>1. Acceptable performance appraisals of non-senior executive service employees.</p>	DESTROY NO SOONER THAN 4 YEARS AFTER DATE OF APPRAISAL. [GRS 2.2-070] [DAA-GRS-2017-0007-0008]	NOTE: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.
03/005.0.A.02	EMPLOYEE PERFORMANCE RECORDS	<p>A. EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS</p> <p>Employee performance records are ratings of record, the performance plans on which ratings are based, supporting documentation for those ratings, and any other performance related material required by an</p>	DESTROY AFTER EMPLOYEE COMPLETES 1 YEAR OF ACCEPTABLE PERFORMANCE FROM THE DATE OF WRITTEN ADVANCE NOTICE OF PROPOSED REMOVAL OR	NOTE: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local

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		agency's performance appraisal system. 2. Unacceptable performance appraisals of non-senior executive service employees.	REDUCTION-IN-GRADE NOTICE. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED. [GRS 2.2-071] [DAA-GRS-2017-0007-0009]	Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.
03/005.0.B	EMPLOYEE PERFORMANCE RECORDS	B. RECORDS OF SENIOR EXECUTIVE SERVICE EMPLOYEES Performance records for employees as defined in 5 U.S.C. 3132a(2). Includes records of performance ratings boards.	TEMPORARY. DESTROY NO SOONER THAN 5 YEARS AFTER DATE OF APPRAISAL. [GRS 2.2-072] [DAA-GRS-2017-0007-0010]	NOTE: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.
03/005.0.C	EMPLOYEE PERFORMANCE RECORDS	C. PERFORMANCE RECORDS SUPERSEDED THROUGH AN ADMINISTRATIVE, JUDICIAL, OR QUASI-JUDICIAL PROCEDURE Superseded performance records of both non-senior executive service employees and senior executive service employees.	TEMPORARY. DESTROY WHEN SUPERSEDED. THIS DISPOSITION INSTRUCTION IS MANDATORY; DEVIATIONS ARE NOT ALLOWED. [GRS 2.2-073]	NOTE: Performance records pertaining to Presidential appointees are not covered under any of these schedule items nor the GRS. Such records, if any, must be scheduled through the local Installation Records

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[DAA-GRS-2017-0007-0011] Manager and forwarded to the NASA Records Officer for submission and approval to the National Archives and Records Administration.

03/008.0.A	NOTIFICATIONS OF PERSONNEL ACTIONS	A. Copies of Standard Form 50, documenting all individual personnel actions such as hiring, promotions, transfers, and separation. Includes chronological files, fact sheets, general correspondence, and forms about pending personnel actions maintained by agency Human Resources offices. Excludes SF-50s filed in the OPF.	DESTROY WHEN BUSINESS USE CEASES. [GRS 2.2-050]
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03/008.0.C	NOTIFICATIONS OF PERSONNEL ACTIONS	C. Pay or fiscal copy. (NOT filed in OPF)	DESTROY WHEN 3 YEARS OLD OR AFTER GAO AUDIT, WHICHEVER COMES SOONER. [GRS 2.4-061] (N 4-5)
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03/009.0	PERSONNEL FILES – UNOFFICIAL COPIES	Records on position, authorizations, pending actions, position descriptions, training records, individual development plans, telework agreements, award recommendations, and records on individual employees not duplicated in or not appropriate for the OPF. These records are sometimes called “supervisors’ working files, unofficial personnel files (UPFs), and employee work folders or drop files.” Excludes: Records that become part of a grievance file, an appeal or discrimination complaint file, a	REVIEW ANNUALLY AND DESTROY SUPERSEDED DOCUMENTS. DESTROY REMAINING DOCUMENTS 1 YEAR AFTER EMPLOYEE SEPARATION OR TRANSFER. [GRS 2.2-080] (N 15-19)
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		performance-based reduction-in-grade or removal action, or an adverse action. Employee medical documents, unless part of employee's initial request for reasonable accommodation. Following approval, the agency's reasonable accommodation decision replaces medical documentation and becomes the record.		
03/010.0	EMPLOYEE MANAGEMENT ADMINISTRATIVE RECORDS	Records of routine office program support, administration, and human resources operations.	DESTROY WHEN 3 YEARS OLD. [GRS 2.2-010]	general correspondence with internal offices and with OPM; general correspondence with travelers regarding official passport procedures and documenting requirements; reports from subordinate units regarding statistics and other reporting measures; reports, including annual reports to the Dept. of State concerning the number of passports issued and related matters; statistics, including lists of official passport holders.
03/012.0	COMPETITIVE PLACEMENT PLAN (CCP) FILES	Records consist of files used to advertise vacancy announcements and other related documentation which may include but is not limited to the announcement, materials related to the job/position selection, and the vacancy itself.	RETAIN ON-SITE WITHIN THE PERSONNEL OFFICE AND DESTROY WHEN 2 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1]	
03/012.2	RECRUITMENT FILES	Records documenting agency in-person and on-line recruitment efforts at career fairs, job fairs, visits to colleges, and similar venues. Includes: records documenting planning and logistics of individual recruitment events; record copy of advertisement and materials for distribution (see Exclusion 2);	TEMPORARY. DESTROY WHEN 1 YEAR OLD. [GRS 2.1-180] DAA-GRS-2018-0008- 0003	

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		contact information and interest areas collected from potential job candidates; recruitment event reports; correspondence with prospective candidates.	
03/014.0.A	NASA SPECIAL EMPLOYMENT PROGRAM FILES	<p>A. Records relating to administration of special temporary hiring programs.</p> <p>Records cover special programs for the hiring of temporary employees, such as summer interns, co-ops, seasonal workers, etc.</p>	<p>DESTROY 2 YEARS AFTER HIRING AUTHORITY CLOSES. [GRS 2.1-120]</p>
03/014.0.B	NASA SPECIAL EMPLOYMENT PROGRAM FILES	<p>B. Records relating to individual employees hired under special temporary authority.</p> <p>Records cover special programs for the hiring of temporary employees, such as summer interns, co-ops, seasonal workers, etc.</p>	<p>DESTROY 2 YEARS AFTER EMPLOYEE IS CONVERTED TO A PERMANENT POSITION OR LEAVES A PROGRAM. [GRS 2.1-130]</p>
03/018.0	OUTSIDE EMPLOYMENT FILES	Documents relating to outside work or services performed by NASA employees in addition to their official duties.	<p>DESTROY 3 YEARS AFTER TERMINATION OF APPROVED EMPLOYMENT OR 3 YEARS AFTER DISAPPROVAL OF OUTSIDE EMPLOYMENT. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-24)</p>
03/019.0	SPECIAL PERSONNEL RECORDS	Individuals covered by this system of records are candidates for and recipients of awards or NASA training, civilian and active duty military detailees to NASA; participants in enrollee programs; Faculty, Science,	<p>"10 SPER" RECORDS ARE NOT AUTHORIZED FOR DISPOSAL AT THIS TIME. PAPER RECORDS ARE RETAINED ON SITE</p> <p>SORN - NASA 10SPER</p>

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		<p>National Research Council and other Fellows, Associates and Guest Workers including those at NASA Centers but not on NASA rolls; NASA contract and grant awardees and their associates having access to NASA premises and records; individuals with interest in NASA matters including Advisory Committee Members; and prospective employees.</p> <p>Includes:</p> <ul style="list-style-type: none"> • agencywide and installation automated personnel information • correspondence and related information to these files • special program files • special records and rosters 	<p>AND ARE DESTROYED OR TRANSFERRED IN ACCORDANCE WITH THE SPECIFIC RECORD SERIES IDENTIFIED IN THIS SCHEDULE.</p> <p>10 PAYS RECORDS – SEE SCHEDULE 9 (NOTE THESE RECORDS ARE RETAINED FROM 1 TO 3 YEARS DEPENDING ON GAO AUDIT AND/OR DESTROYED OR TRANSFERRED TO NPRC). [DA: N1-255-89-4] [DA: N1-255-09-1]</p>		
03/020.0.A.01	POSITION VACANCIES	<p>A. JOB VACANCY CASE FILES Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes</p> <p>1. Records of one-time competitive and SES announcements/selections</p>	<p>DESTROY 2 YEARS AFTER SELECTION CERTIFICATE IS CLOSED OR FINAL SETTLEMENT OF ANY ASSOCIATED LITIGATION; WHICHEVER IS LATER. [GRS 2.1-050]</p>	<p>NOTE: Astronaut selection is covered by Schedule 8, Item 35.</p>	<p>annotated certificates of eligible candidates returned by selecting officials; applications, resumes, supplemental forms, other attachments; basis for certification; certificates, registers or lists of eligible candidates issued to selecting officials; correspondence/documentation of announcement or recruiting operation; examination announcement; job analysis, assessment criteria, and crediting plan; job announcement; job offers; job-related test records; list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification; mandatory applicant drug test records; records of job offer being accepted or declined; request for lists of eligible candidates</p>

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03/020.0.A.02	POSITION VACANCIES	<p>A. JOB VACANCY CASE FILES Case files an agency creates when posting and filling competitive job vacancies. Also known as case examining, competitive examination, or merit case files. Includes</p> <p>2. Records of standing register competitive files for multiple positions filled over a period of time</p>	DESTROY 2 YEARS AFTER TERMINATION OF REGISTER. [GRS 2.1-051]	NOTE: Astronaut selection is covered by Schedule 8, Item 35.	annotated certificates of eligible candidates returned by selecting officials; applications, resumes, supplemental forms, other attachments; basis for certification; certificates, registers or lists of eligible candidates issued to selecting officials; correspondence/documentation of announcement or recruiting operation; examination announcement; job analysis, assessment criteria, and crediting plan; job announcement; job offers; job-related test records; list of eligible candidates or applicants screened, ranking or ratings assigned, and basis for certification; mandatory applicant drug test records; records of job offer being accepted or declined; request for lists of eligible candidates
03/020.0.B	POSITION VACANCIES	<p>B. JOB APPLICATION PACKAGES Application packages for competitive positions, in USAJobs or its successors, and other systems, whether electronic or analog.</p>	DESTROY 1 YEAR AFTER DATE OF SUBMISSION. [GRS 2.1-060] DAA-GRS-2014-0002-0011	<p>NOTE: Astronaut selection is covered by Schedule 8, Item 35.</p> <p>Note: This item is only for copies of materials submitted to and maintained in systems that receive job applications. Copies of these records used to fill job vacancies are covered under job vacancy case files (items 3/20A1 & 2).</p>	application; other attachments; resume; supplemental forms
03/020.0.C	POSITION VACANCIES	<p>C. INTERVIEW RECORDS Case files related to filling job vacancies, held by hiring official and interview panel members.</p>	DESTROY 2 YEARS AFTER CASE IS CLOSED BY HIRE OR NON- SELECTION, EXPIRATION OF RIGHT	NOTE: Astronaut selection is covered by Schedule 8, Item 35.	copies of records in the job vacancy case file; notes of interviews with selected and non-selected candidates; reference check documentation

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			TO APPEAL A NON-SELECTION, OR FINAL SETTLEMENT OF ANY ASSOCIATED LITIGATION, WHICHEVER IS LATER. [GRS 2.1-090]	
03/020.0.D.01	POSITION VACANCIES	D. PRE-APPOINTMENT FILES 1. Records documenting background investigation or vetting of prospective employees to determine eligibility for security clearance and sensitive positions. Included are forms in the SF-85 family, fingerprint charts, and related correspondence.	FORWARD TO APPROPRIATE SECURITY OFFICE AFTER PROSPECTIVE EMPLOYEE ENTERS ON DUTY, DECLINES APPOINTMENT, OR IS NO LONGER A CANDIDATE. [GRS 2.1-140]	NOTE: Astronaut selection is covered by Schedule 8, Item 35.
03/020.0.D.02.A	POSITION VACANCIES	D. PRE-APPOINTMENT FILES 2. Records appropriate for inclusion in OPF. Such as designation of beneficiary, life insurance election, and health benefits registration. (a) Records concerning prospective employees who enter on duty.	FORWARD TO APPROPRIATE HUMAN RESOURCES OFFICE TO INCLUDE IN THE OPF AFTER EMPLOYEE ENTERS ON DUTY. [GRS 2.1-141]	NOTE: Astronaut selection is covered by Schedule 8, Item 35.
03/020.0.D.02.B	POSITION VACANCIES	D. PRE-APPOINTMENT FILES 2. Records appropriate for inclusion in OPF. Such as designation of beneficiary, life insurance election, and health benefits registration. (b) Records concerning prospective employees who do not enter on duty.	DESTROY 1 YEAR AFTER PROSPECTIVE EMPLOYEE IS NO LONGER A CANDIDATE. [GRS 2.1-142]	NOTE: Astronaut selection is covered by Schedule 8, Item 35.
03/020.0.D.03	POSITION VACANCIES	D. PRE-APPOINTMENT FILES 3. Copies of records included in Job vacancy case file	DESTROY AFTER PROSPECTIVE EMPLOYEE ENTERS ON DUTY, DECLINES	NOTE: Astronaut selection is covered by Schedule 8, Item 35.

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			APPOINTMENT, OR IS NO LONGER A CANDIDATE. [GRS 2.1-143]		
03/020.5.A	EXCEPTED SERVICE APPOINTMENT RECORDS	<p>A. Case files that document appointing individuals with intellectual disabilities, severe physical disabilities, or psychiatric disabilities as defined in 5 CFR 213.3102(u)</p> <p>Records created in filling permanent or temporary job vacancies by noncompetitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401).</p> <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p>	DESTROY 5 YEARS AFTER CANDIDATE ENTERS ON DUTY, IS NO LONGER UNDER CONSIDERATION, OR DECLINES OFFER. [GRS 2.1-110]	NOTE: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it.	application, attachments, and supplemental forms; certification of job readiness; documentation of eligibility for excepted service appointment; notice of appointment terms, and acceptance; proof of disability issued by a licensed medical professional; proof of special qualifications; resume or other proof of employment, education, or relevant experience
03/020.5.B	EXCEPTED SERVICE APPOINTMENT RECORDS	<p>B. Case files related to all other appointees.</p> <p>Records created in filling permanent or temporary job vacancies by noncompetitive appointment under Schedules A, B, or D (as defined in 5 CFR 213.3101, 3201, 3301 and 3401).</p> <p>Legal authorities: 5 CFR 213.3101, 3102, 3201, 3202, 3301, 3302, 3401, 3402.</p>	DESTROY 2 YEARS AFTER CANDIDATE ENTERS ON DUTY, IS NO LONGER UNDER CONSIDERATION, OR DECLINES OFFER. [GRS 2.1-111]	NOTE: Any of the above records appropriate to include in the OPF may be moved to the OPF when the agency creates it.	application, attachments, and supplemental forms; certification of job readiness; documentation of eligibility for excepted service appointment; notice of appointment terms, and acceptance; proof of disability issued by a licensed medical professional; proof of special qualifications; resume or other proof of employment, education, or relevant experience
03/021.0.A.01	MANPOWER REPORTS	<p>A. AUTHORIZATION FILES</p> <p>Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.</p> <p>1. Office of Primary Responsibility.</p>	<p>*PERMANENT*</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN 10 YEARS OLD. [DA: N1-255-89-4] (N 1-36)</p>		

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03/021.0.A.02	MANPOWER REPORTS	<p>A. AUTHORIZATION FILES</p> <p>Documents and supporting papers relating to the allocation of manpower spaces to successive echelons.</p> <p>2. All other offices/copies.</p>	<p>DESTROY WHEN OBSOLETE OR SUPERSEDED.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>
03/021.0.B.01	MANPOWER REPORTS	<p>B. REPORTS</p> <p>Reports from Centers to NASA Headquarters concerning manpower, and all related papers.</p> <p>1. Centers.</p>	<p>DESTROY WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 1-37)</p>
03/021.0.B.02	MANPOWER REPORTS	<p>B. REPORTS</p> <p>Reports from Centers to NASA Headquarters concerning manpower, and all related papers.</p> <p>2. Headquarters. (SEE ITEM 03/021.0.C.)</p>	<p>DESTROY WHEN 2 YEARS OLD</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>
03/021.0.C.01	MANPOWER REPORTS	<p>C. HEADQUARTERS</p> <p>Reports compiled from information received from Centers (See 03/021.0.B.)</p> <p>1. Headquarters – Agency Level.</p>	<p>*PERMANENT*</p> <p>OPR: TRANSFER TO THE NATIONAL ARCHIVES WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-89-4] (N 1-38)</p>
03/021.0.C.02	MANPOWER REPORTS	<p>C. HEADQUARTERS</p> <p>Reports compiled from information received from Centers (See 03/021.0.B.)</p> <p>2. All other offices/copies.</p>	<p>DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>

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03/021.5	WORKFORCE ANALYSIS AND PLANNING RECORDS	<p>Records about workforce planning and analysis, including succession planning, developed in support of executive-level and other agency planning initiatives.</p> <p>Exclusion: Records maintained by executives responsible for policy formulation or other high-level actions. Schedule these on agency-specific schedules.</p>	<p>DESTROY 3 YEARS AFTER ISSUING EACH NEW PLAN. [GRS 2.2-020]</p>	briefing materials; lists of functions and staff at key locations; planning and analysis models; planning data; studies and surveys
03/021.6	SKILL SET RECORDS	<p>Records detailing name, contact, and other information for people with specific skill sets, such as foreign languages, notaries, and sign language; used to assign work-related duties to employees and volunteers.</p> <p>Exclusion: Associated testing records. Those related to non-mission functions are covered by NRRS 3.33, Training Records. Those related to agency mission functions may be scheduled by the agency.</p>	<p>DESTROY WHEN BUSINESS USE CEASES. [GRS 2.2-120]</p>	
03/024.0	NASA OUTPLACEMENT PROGRAM	Applications, resumes, vacancy announcements and related correspondence.	<p>DESTROY 2 YEARS AFTER REGISTRATION [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-47)</p>	
03/030.0	REEMPLOYMENT PRIORITY FILES	Applications, exceptions, and correspondence related to reemployment.	<p>DESTROY WHEN 2 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-46)</p>	
03/030.5.B	DISPLACED EMPLOYEES	B. Displaced Employee Program Application Records.	DESTROY WHEN EMPLOYEE IS NO LONGER ELIGIBLE FOR	Applications; Data; forms; Other related documents; Registrations

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			DISPLACED EMPLOYEE PROGRAMS. [GRS 2.3-071]	
03/033.0.A	TRAINING RECORDS/FILES – GENERAL	<p>A. General records in any format documenting NASA training, including but not limited to: administration; training calendars, schedules, and announcements; course descriptions, objectives, registration and rosters; reports; and tests.</p> <p>EXCLUDING records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	DESTROY OR DELETE WHEN 5 YEARS OLD. [N1-255-09-3] [DA: N1-255-09-1]	NOTE: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: 2/15.A and 1/78,G,6, and 2/27.E (documentation).
03/033.0.B.01	TRAINING RECORDS/FILES – GENERAL	<p>B. TRAINING MATERIALS</p> <p>1. Unique training materials in any format related to NASA’s mission, such as astronaut, payload processing, on-board flight crew training, etc.</p> <p>EXCLUDING records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	*PERMANENT* CUT OFF WHEN SUPERSEDED OR OBSOLETE. TRANSFER TO THE NATIONAL ARCHIVES 7 YEARS AFTER CUTOFF. [N1-255-09-3] (N 15-39)	NOTE: For inputs into, outputs from, and documentation of Training e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).
03/033.0.B.02	TRAINING RECORDS/FILES – GENERAL	<p>B. TRAINING MATERIALS</p> <p>2. Routine training materials in any format, including but not limited to record copy of manuals, syllabuses, textbooks, and on-line packages.</p> <p>EXCLUDING records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	DESTROY WHEN SUPERSEDED OR OBSOLETE. [N1-255-09-3] [DA: N1-255-09-1]	NOTE: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: 2/15.A and 1/78,G,6, and 2/27.E (documentation).

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03/033.0.C	TRAINING RECORDS/FILES – GENERAL	<p>C. With the exception of Astronaut training records covered by NRRS 8/34, all training records in any format that are specifically linked to individuals, such as training plans, course completion, certifications resulting from training, test results, on-the-job training, and competencies.</p> <p>EXCLUDING records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	<p>DESTROY OR DELETE 5 YEARS AFTER SEPARATION OF EMPLOYEE OR WHEN NO LONGER NEEDED, WHICHEVER COMES FIRST.</p> <p>[N1-255-09-3] [DA: N1-255-09-1]</p>	<p>NOTE: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: 2/15.A and 1/78,G,6, and 2/27.E (documentation).</p>
03/033.0.E	TRAINING RECORDS/FILES – GENERAL	<p>E. All non-record copies, in any format, of records in 03/033.0.A, B, or C.</p> <p>EXCLUDING records of formally established schools which train Agency employees in specialized program areas, such as law enforcement and national defense.</p>	<p>DELETE OR DESTROY WHEN NO LONGER NEEDED.</p> <p>[DA: N1-255-09-3]</p>	<p>NOTE: For inputs into, outputs from, and documentation of Training e-systems, see the following items as appropriate: 2/15.A and 1/78,G,6, and 2/27.E (documentation).</p>
03/039.0	AWARDS PUBLICITY FILES	<p>Documents used in publicizing or encouraging participation in awards programs, including posters, cartoons, placards, and all other means of obtaining attention and announcing results of the programs and all other related papers.</p>	<p>DESTROY WHEN 3 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 15-14)</p>	
03/040.0.A	AWARDS AND PROGRAM FILES – EMPLOYEE	<p>A. AWARD CASE FILES</p> <p>Agency awards files, including recommendations, approved nominations, correspondence, and reports about agency-sponsored cash and non-cash awards (such as lump-sum cash awards, honorary awards, informal recognition awards, cost</p>	<p>DESTROY WHEN 2 YEARS OLD OR 2 YEARS AFTER AWARD IS APPROVED OR DISAPPROVED, WHICHEVER IS LATER.</p> <p>[GRS 2.2-030]</p>	

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		savings awards, and time off awards). Also, includes correspondence about awards from other Federal agencies or non-Federal organizations and to former employees.	
03/040.0.C	AWARDS AND PROGRAM FILES – EMPLOYEE	C. LETTERS OF COMMENDATION AND APPRECIATION Copies of letters recognizing length of service and retirement, and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	DESTROY WHEN 2 YEARS OLD. [GRS 2.2-030]
03/040.0.E	AWARDS AND PROGRAM FILES – EMPLOYEE	E. DEPARTMENT LEVEL AWARD FILES Records relating to awards made at the Departmental level or higher, i.e., Secretary's Awards, Presidential.	DESTROY WHEN 15 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1]
03/040.0.F	AWARDS AND PROGRAM FILES – EMPLOYEE	F. BENEFICIAL SUGGESTIONS Suggestions and reports made thereon and related to.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 1-91)
03/040.0.G.01	AWARDS AND PROGRAM FILES – EMPLOYEE	G. SPACE FLIGHT AWARENESS PROGRAM AWARDS 1. Case file (in any format), including recommendations, approved nomination and related correspondence, for each award, such as Snoopy, Launch Honoree, and other Flight Awareness Program awards.	CUTOFF ANNUALLY AT END OF CALENDAR YEAR THE AWARD WAS APPROVED OR DISAPPROVED. DESTROY OR DELETE 5 YEARS AFTER CUTOFF. [DAA-0255-2016-0004]
03/040.0.G.02	AWARDS AND PROGRAM FILES – EMPLOYEE	G. SPACE FLIGHT AWARENESS PROGRAM AWARDS 2. Tracking database containing the essence of awards and awardees.	DESTROY DATABASE 5 YEARS AFTER DATE OF LAST ENTRY, OR WHEN NO LONGER NEEDED FOR

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			BUSINESS USE, WHICHEVER IS LATER. [DAA-0255-2016-0004]	
03/040.5	EMPLOYEE SUGGESTIONS – GENERAL	Records of suggestions by employees or visitors, regardless of format, for improvement of workplace or work operations. Records include the suggestion and the related documentation for suggestions administered through an established action process of review and approval/disapproval by individual or committee or through a less formal process of suggestions/questions addressed in real-time within a system or by an individual.	DESTROY OR DELETE WHEN 2 YEARS OLD. [N1-255-09-2]	NOTE: For inputs into, outputs from, and documentation of Suggestion e-systems, see Schedule 2, the following items as appropriate: 15.A and 15.B (inputs), 15.D, 15.E and 15.F (outputs), and 14.D.3 (documentation).
03/041.0.A	POSITION DESCRIPTIONS	A. OFFICIAL RECORD COPY Copy held at Human Resources office. Files describing established positions including information on title, series, grade, duties and responsibilities.	DESTROY 2 YEARS AFTER POSITION IS ABOLISHED OR DESCRIPTION IS SUPERSEDED. [GRS 2.1-020] (N 15-6)	
03/041.0.B	POSITION DESCRIPTIONS	B. ALL OTHER OFFICES/COPIES Includes copies in employee Official Personnel File (OPF), Unofficial Personnel File (UPF), and supervisor's personnel file. Files describing established positions including information on title, series, grade, duties and responsibilities.	DESTROY IN ACCORDANCE WITH DISPOSAL INSTRUCTION FOR ASSOCIATED FILE. [GRS 2.1-021]	
03/041.0.C	POSITION DESCRIPTIONS	C. ALL OTHER RELATED RECORDS	DESTROY WHEN POSITION DESCRIPTION IS FINAL. [GRS 2.1-022]	background material in Human Resources case file; case file at position's program office; other copies of records in item 41A.

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		Files describing established positions including information on title, series, grade, duties and responsibilities.	
03/042.0.B.01	CLASSIFICATION RECORDS	<p>B. APPEALS</p> <p>1. Position Reviews and Classification Appeals</p> <p>Records NASA creates and receives when reviewing a position's classification in response to a classification appeal to Human Resources or directly to OPM, including records of desk audits.</p>	<p>DESTROY 3 YEARS AFTER FINAL DECISION.</p> <p>[GRS 2.1-030]</p>
03/042.0.B.02	CLASSIFICATION RECORDS	<p>B. APPEALS</p> <p>2. Certificates of Classification Issued by OPM.</p> <p>Certificates received from OPM, stating final decision on a position classification appeal.</p>	<p>DESTROY 2 YEARS AFTER POSITION IS ABOLISHED OR DESCRIPTION IS SUPERSEDED.</p> <p>[GRS 2.1-040]</p>
03/042.0.C	CLASSIFICATION RECORDS	<p>C. CLASSIFICATION STANDARDS</p> <p>Correspondence and other records relating to developing classification standards specific to a single agency or all agencies, including notice of Office of Personnel Management (OPM) approval or disapproval.</p>	<p>DESTROY 2 YEARS AFTER STANDARD IS SUPERSEDED, CANCELED, OR DISAPPROVED BY OPM (AS APPROPRIATE).</p> <p>[GRS 2.1-010]</p>
03/043.0	LEVY AND GARNISHMENT FILES	<p>Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.</p>	<p>TEMPORARY.</p> <p>DESTROY 3 YEARS AFTER PAYING AGENCY OR PAYROLL PROCESSOR VALIDATES DATA.</p> <p>[GRS 2.4-010] (N 4-17)</p> <p>[DAA-GRS-2019-0004-0001]</p>

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03/046.0.A.01	PAYROLL RECORDS	<p>A. ADMINISTRATIVE REPORT RECORDS Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.</p> <p>1. Administrative correspondence between agency and payroll processor, and system reports used for agency workload and/or personnel management purposes.</p>	<p>DESTROY WHEN 2 YEARS OLD. [GRS 2.4-060]</p>
03/046.0.A.02	PAYROLL RECORDS	<p>A. ADMINISTRATIVE REPORT RECORDS Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.</p> <p>2. Payroll system reports providing fiscal information on agency payroll.</p>	<p>DESTROY WHEN 3 YEARS OLD OR AFTER GAO AUDIT, WHICHEVER COMES SOONER. [GRS 2.4-061]</p>
03/046.0.B	PAYROLL RECORDS	<p>B. PAYROLL FILES INCLUDING:</p> <p>Payroll Control Files Payroll Change Files</p>	<p>SEE SCHEDULE 9 FINANCIAL MANAGEMENT RECORDS</p>
03/048.0.A	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>A. Sign-in/Sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employee's presence or absence from work.</p>	<p>DESTROY WHEN 3 YEARS OLD. [GRS 2.4-030] [DAA-GRS-2019-0004-0002]</p>
03/048.0.B	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>B. TELEWORK/REMOTE WORKSITE PROGRAM CASE FILES</p> <p>Includes:</p> <ul style="list-style-type: none"> agency/employee agreements 	<p>Destroy when superseded or obsolete or 1 year after end of employee's participation in</p>

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		<ul style="list-style-type: none"> • records such as questionnaires relating to the safety of the worksite • records documenting worksite safety and equipment; hardware, and software installation and use; and offsite use of secure, classified information or data subject to the Privacy Act or agencies' Personally Identifiable Information policies. 	<p>program, whichever is sooner. [GRS 2.3-040] DAA-GRS-2018-0002-0004</p>	
03/048.0.C.01	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>C. FAMILY MEDICAL LEAVE ACT</p> <p>1. Family Medical Leave Act Program Administrative Records</p> <p>Records related to managing the program, including copies of policies and guidance describing employee benefits and employee use of paid and unpaid leave under the FMLA, statistics, reports, and other records not linked to individual employee participation.</p>	<p>DESTROY 3 YEARS AFTER SUPERSEDED OR OBSOLETE. [GRS 2.4-140]</p>	
03/048.0.C.02	TIME, ATTENDANCE, AND LEAVE RECORDS	<p>C. FAMILY MEDICAL LEAVE ACT</p> <p>2. Family Medical Leave Act Individual Case Files</p>	<p>DESTROY 3 YEARS AFTER CONCLUSION OF LEAVE BEING TAKEN. [GRS 2.4-141]</p>	<p>eligibility notice given to employee; employee eligibility to participate in program; employee identification data; leave records; leave request, approval/non-approval; medical certifications; notice of employee rights and responsibilities, questions from employees about those rights and responsibilities, and responses to them; periodic reports of employee status and intent to return to work; records of disputes between employers and eligible employees regarding designation of leave as FMLA leave; records of pay basis, compensation terms, normal hours per pay period, additions to or deductions from wages, total compensation normally paid; records of premium payments of employee benefits</p>

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03/049.0.C.01	LEAVE RECORDS	<p>C. DONATED LEAVE PROGRAM</p> <p>1. Individual Case Files</p> <p>Records documenting leave donation and receipt, including recipient applications; agency approvals or denials; medical or physician certifications; and records of leave donations, supervisor approvals, leave transfers, payroll notifications, and terminations from the program.</p>	<p>DESTROY 1 YEAR AFTER THE EMPLOYEE RECEIVING LEAVE IS NO LONGER PARTICIPATING IN THE PROGRAM. [GRS-2.4-071]</p>	
03/049.0.C.02	LEAVE RECORDS	<p>C. DONATED LEAVE PROGRAM</p> <p>2. Program Administrative Records</p> <p>Records related to managing the program</p>	<p>DESTROY WHEN 3 YEARS OLD. [GRS 2.4-070]</p>	<p>publicity and program announcements; records of leave bank governing board award decisions; records of leave bank management; similar records not linked to individual employee participation; statistical and narrative report</p>
03/051.0	COMMENDATION /COMPLAINT CORRESPONDENCE FILES	<p>Anonymous letters, letters of commendation, complaint, criticism, and suggestions and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.</p>	<p>DESTROY WHEN 90 DAYS OLD. [GRS 6.4-020]</p>	
03/052.0.A	LABOR MANAGEMENT RELATIONS RECORDS	<p>Labor management relations agreement negotiation records.</p> <p>Records relating to negotiations with labor unions. Includes:</p> <ul style="list-style-type: none"> • negotiation agreements • requests to bargain • bargaining session records/notes • correspondence, memoranda, forms • reports • other records relating to the negotiated agreements and general 	<p>Destroy 5 years after expiration of agreement or final resolution of case, as appropriate. [GRS 2.3-130] DAA-GRS-2018-0002-0015</p>	

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		relationship between management, employee unions and other groups		
03/052.0.B	LABOR MANAGEMENT RELATIONS RECORDS	B. LABOR ARBITRATION Records of workplace disputes processed under negotiated grievance procedures and settled by either agreement or binding arbitration.	Destroy 3 years after close of case. [GRS 2.3-090] DAA-GRS-2018-0002-0010	
03/052.0.C.01	LABOR MANAGEMENT RELATIONS RECORDS	C. LABOR RELATION FILES Work Stoppages/Strikes Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes, and all related documents. 1. Headquarters	PERMANENT TRANSFER TO THE NATIONAL ARCHIVES WHEN 10 YEARS OLD. [DA: N1-255-89-4]	
03/052.0.C.02	LABOR MANAGEMENT RELATIONS RECORDS	C. LABOR RELATION FILES Work Stoppages/Strikes Documents relating to work stoppages, strikes, and disputes affecting NASA contracts; includes strike reports, reports of work stoppages, correspondence, plans to settle disputes, and all related documents. 2. Centers	DESTROY WHEN 5 YEARS OLD [DA: N1-255-89-4] [DA: N1-255-09-1]	
03/052.2	FEDERAL LABOR RELATIONS AUTHORITY (FLRA) CASE FILES	Records of cases filed under provisions of the Federal Labor Relations Act concerning representation, unfair labor practices, negotiability, and review of arbitration awards. May include: records of representation proceedings; records of unfair labor practices proceedings; records of	TEMPORARY. DESTROY WHEN 1 YEAR OLD. [GRS 2.3-100] DAA-GRS-2018-0002-0011	agencies' statements of position, unions' responses, and agencies' counter-responses; challenges to the status of a labor organization; charges/allegations of unfair labor practices, amendments, and supporting evidence; complaints by FLRA Regional Director; determination of grounds for review; dismissals of petitions; decisions; orders; exceptions to arbitrators'

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		negotiability proceedings; records of review of arbitration awards.			award rendered pursuant to arbitrations; motions, responses, stipulations; oppositions to exceptions; petitions for review; petitions, notice of petitions, cross-petitions, motions; records documenting adequate showing of interest; records of charges/allegations investigation, including subpoenas; records of hearings; decisions and settlements; records of meetings, hearings, and prehearing conferences; records of post-petition conferences; statements of witnesses
03/052.4	MERIT SYSTEMS PROTECTION BOARD (MSPB) CASE FILES	Civil Service Reform Act appeal case files involving actions appealable to MSPB per 5 CFR 1201.3.	TEMPORARY. DESTROY 3 YEARS AFTER FINAL RESOLUTION OF CASE. [GRS 2.3-080] DAA-GRS-2018-0002-0009	Exclusion: Corresponding case files at MSPB (must be scheduled by MSPB).	hearing notices, transcripts, testimony, briefs, and exhibits; MSPB final opinions, orders, and decisions; MSPB initial decisions; orders granting or denying intervention; petitions for appeal, agencies' responses to petitions; petitions for review, responses of opposing party to petition
03/052.5.A	ADVERSE IMPACT FILES	Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures. A. RECORDS REVEALING NO ADVERSE IMPACT	TEMPORARY. DESTROY WHEN 3 YEARS OLD. GRS 2.1-170 DAA-GRS-2018-0008-0001		number of applicants by sex, race, and national origin; number of people hired, promoted, and terminated, by sex, race, and national origin; selection procedures and their validity
03/052.5.B	ADVERSE IMPACT FILES	Records documenting the impact of tests and other selection procedures on peoples' employment opportunities, recorded by sex, race, and ethnic group in order to determine compliance with the Uniform Guidelines on Employee Selection Procedures.	TEMPORARY. DESTROY 2 YEARS AFTER ELIMINATING THE ADVERSE IMPACT. [GRS 2.1-171] DAA-GRS-2018-0008-0002		number of applicants by sex, race, and national origin; number of people hired, promoted, and terminated, by sex, race, and national origin; selection procedures and their validity

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B. RECORDS REVEALING AN ADVERSE IMPACT				
03/053.5.B	ANTI-HARASSMENT RECORDS	<p>B. Anti-Harassment Complaint Case Files</p> <p>Records of complaints regarding unwelcome workplace conduct, filed in accordance with agency policies and procedures. Includes:</p> <ul style="list-style-type: none"> • complaint, correspondence, notes, forms, and supporting material • records of investigation, statements of witnesses • determination as to whether harassment occurred • documentation of preventive or corrective measures <p>Note: If a harassment complaint is settled via the EEO, ADR, or grievance process, its records are scheduled under the item specific to that process.</p>	<p>DESTROY WHEN 7 YEARS OLD. [GRS 2.3-050] DAA-GRS-2018-0002-0005</p>	SORN - NASA 10HRCF
03/054	GRIEVANCE, DISCIPLINARY AND ADVERSE ACTION FILES	<p>ADMINISTRATIVE GRIEVANCE FILES</p> <p>Administrative grievance, disciplinary, performance-based, and adverse action case files.</p> <ul style="list-style-type: none"> • Records of grievances filed by covered entities (for instance, employees who are not members of a bargaining unit). Includes: <ul style="list-style-type: none"> o statement of grievance, supporting documentation, and evidence o statements of witnesses, records of interviews and hearings o examiner's findings, recommendations, decisions 	<p>DESTROY 7 YEARS AFTER CASE IS CLOSED. [GRS 2.3-060] DAA-GRS-2018-0002-0006</p>	

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		<ul style="list-style-type: none"> Records of disciplinary and performance-based actions against employees. Includes: <ul style="list-style-type: none"> performance appraisal, performance improvement plan, and supporting documents recommended action, employee's reply records of hearings and decisions records of appeals Records of adverse actions (suspension, removal, reduction in grade, reduction in pay, or furlough) against employees. Includes: <ul style="list-style-type: none"> proposed adverse action, employee's reply statements of witnesses records of hearings and decisions letters of reprimand records of appeals 			
03/055.0	INSURANCE DEDUCTION FILES	Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	TEMPORARY. DESTROY 3 YEARS AFTER PAYING AGENCY OR PAYROLL PROCESSOR VALIDATES DATA. [GRS 2.4-010] (N 4-16) [DAA-GRS-2019-0004-0001]		
03/056.5.A.01	INJURY COMPENSATION FILES	<p>A. Federal Employees' Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim.</p> <p>1. Copies of files forwarded to the Department of Labor for retention in</p>	DESTROY 3 YEARS AFTER COMPENSATION CEASES OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. [GRS 2.4-100]	Excludes copies filed in the Employee Medical Folder and records created and maintained by the Department of Labor's Office of Workers' Compensation.	administrative determinations or court rulings; forms, reports, correspondence, claims; medical and investigatory records; payment records

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		their master Office of Workers' Compensation records			
03/056.5.A.02	INJURY COMPENSATION FILES	<p>A. Federal Employees' Compensation Act case files on injuries Federal employees sustain, while performing their duties that result in lost time or death, whether or not the employee filed a workers' compensation claim.</p> <p>2. Files not forwarded to the Department of Labor for retention in their master Office of Workers' Compensation records.</p>	DESTROY 15 YEARS AFTER COMPENSATION CEASES OR WHEN DEADLINE FOR FILING A CLAIM HAS PASSED. [GRS 2.4-101]	Excludes copies filed in the Employee Medical Folder and records created and maintained by the Department of Labor's Office of Workers' Compensation.	administrative determinations or court rulings; forms, reports, correspondence, claims; medical and investigatory records; payment records
03/057.0.A.01	EMPLOYEE SEPARATION RECORDS	<p>A. SEPARATION PROGRAM MANAGEMENT RECORDS Records documenting the general work process to release career, temporary, and political-appointment employees from employment status.</p> <p>1. Records not specific to an agency separation initiative.</p>	DESTROY WHEN NO LONGER REQUIRED FOR BUSINESS USE [GRS 2.5-010]		exit interview compilations identifying and tracking trends; registers of separation or transfers such as SF-2807, SF-3103, or similar records; reports, correspondence, and control documents; retention registers and related records
03/057.0.A.02	EMPLOYEE SEPARATION RECORDS	<p>A. SEPARATION PROGRAM MANAGEMENT RECORDS Records documenting the general work process to release career, temporary, and political-appointment employees from employment status.</p> <p>2. Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation, and similar programs.</p>	DESTROY 2 YEARS AFTER DATE OF PROGRAM CLOSURE. [GRS 2.5-011]		exit interview compilations identifying and tracking trends; registers of separation or transfers such as SF-2807, SF-3103, or similar records; reports, correspondence, and control documents; retention registers and related records
03/057.0.B	EMPLOYEE SEPARATION RECORDS	B. INDIVIDUAL EMPLOYEE SEPARATION CASE FILES	DESTROY 1 YEAR AFTER DATE OF		certifications of removal/non-removal of government records; checklists of returned property; copy of leave record (see "Record

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		<p>Records not included in separating employee's Official Personnel Folder (OPF), documenting individual employees' transfer to another Federal agency or office or voluntary, involuntary, disability, early retirement, retirement, or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government.</p> <p>Exclusion: records required to be filed in employee's OPF are excluded from this item.</p>	<p>SEPARATION OR TRANSFER. [GRS 2.5-020]</p>	<p>of employee leave," item 49.B of this schedule, for record copy) retained for agency use; exit clearances; exit interview records; records documenting employee financial obligations to government (e.g., salary offset notices in effect at time of separation; student loan repayment; recruitment, retention, and relocation incentives; determination of settlement); records documenting notification of appropriate third parties (e.g., benefits providers, payroll, facility services, security, information technology) of impending separation; records documenting terms and entitlements of separation (e.g., leave balance pay out or transfer of account, severance, pension, temporary continuation of coverage, annuity estimates, assistance); records of counseling activities and outplacement services</p>
03/057.0.C	EMPLOYEE SEPARATION RECORDS	<p>C. RECORDS DOCUMENTING CAPTURE OF INSTITUTIONAL AND SPECIALIZED KNOWLEDGE</p> <p>Includes status updates on current and pending assignments, contact information for sources, and other job-related information an office may choose to obtain from a departing employee.</p> <p>Exclusion: Formal oral histories recorded with an employee before his/her departure are not covered by this item. These must be scheduled separately by the agency.</p>	<p>DESTROY WHEN NO LONGER REQUIRED FOR BUSINESS USE. [GRS 2.5-030]</p>	

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03/057.0.D	EMPLOYEE SEPARATION RECORDS	<p>D. INDIVIDUAL EMPLOYEE SEPARATION RECORDS REQUIRED TO BE PLACED IN SEPARATING EMPLOYEE'S OPF</p> <p>As identified in the Office of Personnel Management (OPM) Guide to Personnel Recordkeeping.</p>	<p>FILE ON LEFT SIDE (SHORT TERM) OR RIGHT SIDE (LONG TERM) OF THE OFFICIAL PERSONNEL FOLDER (OPF), AS APPROPRIATE. [GRS 2.5-040]</p>	<p>designation of beneficiary; documentation of indebtedness; documentation of payment or repayment to, or refund from FERS or CSRS; documentation of retirement-option elections and coverage; reason for separation (such as reduction in force); record of employee leave prepared upon transfer or separation; records of most recent performance ratings; resignation letter</p>
03/058.0	UNEMPLOYMENT COMPENSATION DATA REQUEST FILES	Requests for wage and separation data to be used in connection with unemployment compensation claims, and related papers, including requests for information, notice of refusal of work offer, and related papers.	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-89-4]</p> <p>[DA: N1-255-09-1] (N 4-18)</p>	
03/059.0	MONETARY BENEFITS FILES	Documents relating to the origination, implementation or monitoring of employee benefits, such as Group Life Insurance and health plans, which have a cash value but are not a part of salary wages, or other direct compensation.	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-89-4]</p> <p>[DA: N1-255-09-1] (N 15-23)</p>	
03/059.5	INCENTIVE PACKAGE RECORDS	Records of recruitment, relocation, and retention incentives; federal student loan repayment; and supervisory differentials offered under the Federal Employees Pay Comparability Act.	<p>DESTROY 3 YEARS AFTER DATE OF APPROVAL, COMPLETION OF SERVICE AGREEMENT, OR TERMINATION OF INCENTIVE OR DIFFERENTIAL PAYMENT, WHICHEVER IS LATER. [GRS 2.4-090]</p>	
03/060.0.A	MISCELLANEOUS CORRESPONDENCE	A. CORRESPONDENCE AND FORMS RELATING TO PENDING PERSONNEL ACTIONS	DESTROY WHEN BUSINESS USE CEASES.	

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	E AND FORMS – PERSONNEL	Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.	[GRS 2.2-050] (N 15-18)
03/060.0.C	MISCELLANEOUS CORRESPONDENCE AND FORMS – PERSONNEL	C. ALL OTHER CORRESPONDENCE AND FORMS Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule.	DESTROY WHEN 3 YEARS OLD. [GRS 2.2-010]
03/061.0.B	CHARITY DRIVES, CONTRIBUTIONS, AND OTHER ACTIVITIES	B. Records which document and serve as the basis for official actions.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1]
03/062.0	INDIVIDUAL AUTHORIZED ALLOTMENT(S) FILES	Records used to calculate allotments from paychecks, including but not limited to, Combined Federal Campaign, Union Dues/Savings, and Thrift Savings Plan (TSP) Contributions.	DESTROY 2 YEARS AFTER EMPLOYEE SEPARATION OR RETIREMENT. [GRS-2.4-010]
03/063.0.A	UTILIZATION OF PERSONNEL AUTHORITIES	A. Records of Delegation of Authority for Examination and Certification Agreements and related records created under the authority of 5 U.S.C. 1104 by which OPM delegates to an agency the authority to examine and certify applicants for employment.	DESTROY 3 YEARS AFTER AGREEMENT TERMINATES. [GRS 2.1-150]
03/063.0.B	UTILIZATION OF PERSONNEL AUTHORITIES	B. Delegated Authority Audits Reports of delegated examining operations audit delivered to the audited agency.	DESTROY WHEN 3 YEARS OLD. [GRS 2.1-160]

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NRRS 4: PROPERTY AND SUPPLY RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 4 pertain to NASA property and supply management functions. These records are created and accumulated by organizations that have management control or formulate and prescribe property and supply policies and procedures and by activities and offices applying these procedures. This schedule describes the pertinent records categories and specifies the retention period and disposition for each.

04/001.0	FOUND ON STATION FILES	Acceptance receipts and other documents supporting the discovery of property on a NASA installation.	DESTROY 3 YEARS AFTER FINAL ACTION. [GRS 5.4-040] (N 12-23) [Retention meets NASA business per SME's]
04/002.0.A	REPORT OF SURVEY FILES	A. Files involving pecuniary liability. Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property of funds, and for determination of the question of pecuniary or other responsibilities.	DESTROY 10 YEARS AFTER DATE OF ACTION. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-26)
04/002.0.B	REPORT OF SURVEY FILES	B. Report of survey files and other papers used as evidence for adjustment of inventory records and not otherwise covered in this Schedule. Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property of funds, and for determination of the question of pecuniary or other responsibilities.	DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]

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04/002.0.C	REPORT OF SURVEY FILES	<p>C. All other office/copies</p> <p>Documents maintained for the purpose of review of circumstances concerning the loss, unserviceability, or destruction of Government property of funds, and for determination of the question of pecuniary or other responsibilities.</p>	<p>DESTROY WHEN OBSOLETE OR SUPERSEDED, OR 3 YEARS OLD WHICHEVER IS SOONER.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>	
04/003.0	FACILITY, SPACE, EQUIPMENT, STOCK, AND SUPPLY ADMINISTRATIVE AND OPERATIONAL RECORDS	<p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, equipment, stocks, and supplies.</p> <p>Exclusion: If records pertain to export control items, the records should be disposed of in accordance with NRRS 2/7.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>TEMPORARY. DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE.</p> <p>[GRS 5.4-010] [DAA-GRS-2016-0011-0001]</p>	inventories of property, equipment furnishings, stock, and supplies; related correspondence; requests for space using Standard Form 81 or equivalent; space assignments and directories; statistical and narrative reports; studies
04/004.0	CAPITALIZED EQUIPMENT REGISTER	Register showing serial or inventory number of all capitalized equipment currently used or in storage at the Centers.	<p>DESTROY ON DISCONTINUANCE OF INSTALLATION</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 18-7)</p>	
04/005.0	COST ACCOUNTING FOR STORES, INVENTORY, AND MATERIALS	Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency.	<p>TEMPORARY. DESTROY WHEN 3 YEARS OLD.</p> <p>[GRS 1.1-040]</p>	Contractor cost report re contractor-held-government-owned materials and parts; Cost accounting reports and data; Depreciation list/cost; Inventory accounting returns and reports; Invoices or equivalent papers used for inventory accounting purposes; Plant account cards and ledgers, other than those pertaining to structures; Working files used in accumulating inventory accounting data
04/007.5	PERSONAL PROPERTY	Records that document management and accountability of individual pieces	RETAIN FOR DURATION OF	

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	ACCOUNTABILITY RECORDS	<p>of equipment, including their descriptions, acquisition costs, and assigned custodial responsibility.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 2/7.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>EQUIPMENT LIFECYCLE, DESTROY UPON DISPOSAL ACTION.</p> <p>[GRS 5.4-040] [Retention meets NASA business needs per SMEs]</p>
04/008.0.A	PROPERTY FILES	<p>A. PROPERTY PASS Property pass documents, authorizing removal of property from any NASA Centers. This includes hand receipts for materials loaned or issued for use and are to be returned.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 2/7.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>DESTROY 3 MONTHS AFTER EXPIRATION OR REVOCATION. [GRS 5.6-040]</p>
04/008.0.B	PROPERTY FILES	<p>B. LOAN AGREEMENT FILES All documentation supporting loans of NASA personal property, including agreements, correspondence, and related documents. Loan agreements are between NASA Centers, organizations within a NASA Center, or between NASA and outside organizations.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 2/7.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>TEMPORARY. DESTROY 3 YEARS AFTER THE END OF THE FISCAL YEAR IN WHICH THE PROPERTY WAS RETURNED. [GRS 5.4-040] [Retention meets NASA business needs per SMEs]</p>
04/008.0.C	PROPERTY FILES	<p>C. PROPERTY SHIPPING RECORDS</p>	<p>DESTROY WHEN 3 YEARS OLD OR 2</p>

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		<p>Documents reflecting the movement of items to/from NASA Centers by a commercial shipper or contractor. Records are normally maintained in the NASA Center Shipping/Receiving organization.</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 2/7.5, EXPORT CONTROL PROGRAM RECORDS.</p>	<p>YEARS AFTER COMPLETION OF SHIPPING, WHICHEVER IS LATER. [GRS 5.4-040] [Retention meets NASA business needs per SMEs]</p>	
04/009.0	EXCESS PERSONAL PROPERTY AND EQUIPMENT RECORDS	Records created in the process of disposing of excess, surplus, or exchange/sale-eligible personal property or artifacts by reutilization, transfer, donation, sale, recycling, abandonment and/or destruction.	<p>DESTROY 5 YEARS AFTER DISPOSAL OF ASSET. [GRS 5.4-040] [Retention meets NASA business needs per SMEs]</p>	destruction certificates; excess property inventories and lists; lists and other records identifying approved receivers of excess property; receipts of transfer, donation, or sale
04/009.5	ADMINISTRATIVE PROPERTY TRACKING	Data maintained in an electronic information system that reflects the essence of personal property records generated over the lifecycle of NASA property.	<p>DESTROY 25 YEARS AFTER LAST SYSTEM ENTRY, OR WHEN NO LONGER REQUIRED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [GRS 5.4-040] [Retention meets NASA business needs per SMEs]</p>	
04/010.0	EXCESS PROPERTY	Copies of reports to GSA, correspondence and related papers regarding excess personal property.	<p>DESTROY WHEN 3 YEARS OLD. [GRS 5.4-040]</p>	
04/011.0	PLANT CLEARANCE FILES – CONTRACTOR	These files document the reporting, processing, and disposition of Government furnished property/equipment provided to	<p>DESTROY 3 YEARS AFTER YEAR IN WHICH CASE IS CLOSED. [DA: N1-255-90-7]</p>	

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	EXCESS PROPERTY	<p>contractors that has become excess to their needs. These case files can consist of documentation on the excess personal property turned in to the Center Plant Clearance Officer by cost-type onsite contractors</p> <p>Exclusion: If records pertain to export controlled items, the records should be disposed of in accordance with NRRS 2/7.5, EXPORT CONTROL PROGRAM RECORDS.</p>	[DA: N1-255-09-1]
04/012.0.A.01	CONTROLLED MATERIAL FILES	<p>A. Reports on allotments, unused balances, and related matters.</p> <p>1. Office of primary responsibility.</p>	<p>DESTROY WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-15)</p>
04/012.0.A.02	CONTROLLED MATERIAL FILES	<p>A. Reports on allotments, unused balances, and related matters.</p> <p>2. All other offices/copies.</p>	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>
04/012.0.B.01	CONTROLLED MATERIAL FILES	<p>B. Documents, ledgers, and similar documents used to control and account for controlled materials.</p> <p>1. Office of primary responsibility</p>	<p>DESTROY WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-17)</p>
04/012.0.B.02	CONTROLLED MATERIAL FILES	<p>B. Documents, ledgers, and similar documents used to control and account for controlled materials.</p> <p>2. All other offices/copies</p>	<p>DESTROY WHEN 2 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1]</p>
04/012.0.C	CONTROLLED MATERIAL FILES	<p>C. Allotment case files used to control and account for controlled materials.</p>	<p>DESTROY WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 17-10)</p>

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NRRS 5: INDUSTRIAL RELATIONS, PROCUREMENT, GRANTS AND COOPERATIVE AGREEMENT RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 5 result from the award, management and administration of NASA procurement, grants and cooperative agreements. They are created and accumulated by organizations that have management control or that perform acquisition activities. The schedule describes the resultant records categories and specifies the retention period and disposition instruction for each.

Agency procurement records document the acquisition of physical goods, capital assets, contracted personnel services, and research and other programs, through contracts, grants and cooperative agreements. They also document the Agency's management and administration of its procurement functions, including the reporting on procurement activities, and related matters which are a part of daily procurement operations.

The basic procurement case files reflect a considerable range of acquisition methods, and processes – from simple, small purchases to complicated, prime contractor and subcontractor operations. All Agency acquisitions have official transaction/case files, which contain a minimum core of specified information (either documents or other forms of electronically stored information/data). The information flowing into the transaction case file differs in detail; but, in addition to the purchase instrument, it includes specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence.

Other copies of these documents/ESI, used for expediting and other administrative purposes, are maintained throughout the inspection, shipping function, and other units of the Agency procurement organization and are not considered a part of the official file. Other files related to procurement document the acquisition of real property (by purchase, condemnation, donation, exchange or otherwise) these records are included under Schedule 8 of this NRRS.

All of these documents, along with their associated financial payment or collection information make up the complete Agency official case record. However, this NRRS provides the description, disposition authority and disposition instruction for the financial transaction records associated with acquisitions, grants, and cooperative agreements in Schedule 9 of this NRRS.

05/001.0.A	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>A. PROCUREMENT OR PURCHASE ORGANIZATION COPY (i.e. Official record held in the office of record)</p> <p>Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government</p>	<p>DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION.</p> <p>[GRS 1.1-010]</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and</p>
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				surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 5/1/f for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records
05/001.0.E.01	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>E. UNIQUE PROCUREMENT FILES</p> <p>1. Unique procurement files located in regional FRC's that are appraised as having permanent value by the National Archives.</p> <p>Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government.</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES AT TIME OF NARA APPRAISAL OR WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-94-2]</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 5/1/f for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts</p>

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				(including cancelled solicitations); vendor tax exemption records
05/001.0.E.02	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>E. UNIQUE PROCUREMENT FILES</p> <p>2. Selected case (by the AA for Procurement) that set precedent or are unusual and pertain to purchases of spacecraft or major innovations in intra-atmospheric flight, high speed research aircraft, etc.</p> <p>Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government</p>	<p>*PERMANENT"</p> <p>TRANSFER TO THE NATIONAL ARCHIVES 10 YEARS AFTER FINAL PAYMENT.</p> <p>[DA: N1-255-94-2]</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 5/1/f for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records</p>
05/001.0.F	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	<p>F. BIDS AND PROPOSALS NEITHER SOLICITED NOR ACCEPTED.</p> <p>Bids and proposals that are both unsolicited and the subject of no further agency action.</p>	<p>DESTROY WHEN NO LONGER REQUIRED FOR BUSINESS USE.</p> <p>[GRS 1.1-012]</p>	<p>competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card</p>

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		Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government		statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 5/1/f for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records
05/001.0.G	TRANSACTION RECORDS RELATED TO PROCURING GOODS AND SERVICES	G. ALL OTHER OFFICES/COPIES OF ANY RECORDS DESCRIBED ABOVE. Records created in the course of the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel series to be used by the Federal Government	DESTROY WHEN BUSINESS USE CEASES. [GRS 1.1-011]	competency certificates; contingent fee justifications; contracts; requisition; purchase orders; correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list; credit card/purchase card/charge card statements and supporting documentation; documentation of contractual administrative requirements submitted by contractors such as status reports; FAIR Act (A-76) records linked directly to specific procurement actions; interagency agreements; investigative reports concerning feasibility of unsolicited proposal(s); invoices (copy maintained as part of procurement file); leases; legal and

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			financial instruments such as bond and surety records; memoranda of agreement (copy maintained as part of procurement file); Military Interdepartmental Purchase Requests (MIPRs); proposals, quotations, bids (accepted, rejected, unopened) for contracts (see 5/1/f for bids that are unsolicited and the subject of no further agency action).; solicitations/requests for bids, quotations or proposals for contracts (including cancelled solicitations); vendor tax exemption records
05/004.0.A	VENDOR AND BIDDER INFORMATION	<p>A. APPROVED Records of all approved vendors and bidders.</p> <p>Documentation of approved, suspended, and debarred vendors and bidders.</p> <p>Exclusion: General Services Administration (GSA) maintains the official government-wide System for Award Management (SAM.gov) that contains vendor information (i.e., Bidders' lists) and also a database of debarments, suspensions, and other exclusionary actions. This retention schedule is ONLY for any bidders' lists maintained outside of and separate from the GSA system.</p>	<p>DESTROY 3 YEARS AFTER REMOVAL FROM APPROVED STATUS. [GRS 1.1-071]</p>
05/004.0.B.01	VENDOR AND BIDDER INFORMATION	<p>B. DEBARRED AND SUSPENDED 1. Records of suspension and debarments for violation of the Drug-free Workplace Act.</p>	<p>DESTROY 5 YEARS AFTER REMOVAL FROM APPROVED STATUS. [GRS 1.1-070] (N 17-7)</p>

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		<p>Documentation of approved, suspended, and debarred vendors and bidders.</p> <p>Exclusion: General Services Administration (GSA) maintains the official government-wide System for Award Management (SAM.gov) that contains vendor information (i.e., Bidders' lists) and also a database of debarments, suspensions, and other exclusionary actions. This retention schedule is ONLY for any bidders' lists maintained outside of and separate from the GSA system.</p>	
05/004.0.B.02	VENDOR AND BIDDER INFORMATION	<p>B. DEBARRED AND SUSPENDED</p> <p>2. Records of all other suspensions and debarments.</p> <p>Documentation of approved, suspended, and debarred vendors and bidders.</p> <p>Exclusion: General Services Administration (GSA) maintains the official government-wide System for Award Management (SAM.gov) that contains vendor information (i.e., Bidders' lists) and also a database of debarments, suspensions, and other exclusionary actions. This retention schedule is ONLY for any bidders' lists maintained outside of and separate from the GSA system.</p>	<p>DESTROY 3 YEARS AFTER REMOVAL FROM APPROVED STATUS.</p> <p>[GRS 1.1-071]</p>
05/005.0.A	GENERAL PROCUREMENT CORRESPONDENCE	<p>A. HEADQUARTERS</p> <p>Correspondence files of operating procurement units concerning internal</p>	<p>RETAIN UNTIL REFERENCE VALUE CEASES; THEN DESTROY.</p>

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		operation and administration matters not covered elsewhere in this schedule. Procurement management survey files, including correspondence and reports concerning surveys of procurement management.	[DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-48)
05/005.0.B	GENERAL PROCUREMENT CORRESPONDENCE	B. CENTERS AND ALL OTHER OFFICES/COPIES Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Procurement management survey files, including correspondence and reports concerning surveys of procurement management.	DESTROY WHEN 3 YEARS OLD. [GRS 1.1-001]
05/006.0	CONTRACT LEGAL ADVICE	Documents pertaining to pre-award contract advice concerning patent, copyright, and technical data matters.	DESTROY WITH RELATED CONTRACT OR WHEN 25 YEARS OLD, WHICHEVER IS LATER. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-7)
05/008.0	CONTRACT ADMINISTRATION OF PATENT AND NEW TECHNOLOGY CLAUSES	Documents pertaining to actual administration of patent and new technology clauses in contracts especially pertaining to reporting and processing of inventions required to be reported.	CUTOFF AFTER CONTRACT CLOSE-OUT. DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-8)
05/010.0	PROCUREMENT ACTION REPORT	Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly,	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-11)

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		procurement activity, status, monthly, contractor settlement, semi-annual, consolidated, and summary reports, and related correspondence.		
05/013.0.A	SOURCE EVALUATION BOARD (SEB) FILES	A. ESTABLISHMENT OF BOARD INCLUDING RECORDS CREATED Records and correspondence concerning the competitive solicitation, evaluation, and selection of a contractor to perform a major negotiated contract, including designation of board members, rules for board operations, committee appointments, minutes of all committee and board meetings; records on the evaluation process, criteria, specifications; bidder proposals, and reports of committee actions and findings, including backup material and final SEB reports to the Administrator.	MAINTAIN AS AN INTEGRAL UNIT. RETIRE AND DESTROY WITH THE RELATED CONTRACT FILE. SEE NRRS 5/1.E.1. OF THIS SCHEDULE, IF CONTRACT IS PRECEDENT SETTING OR UNIQUE. RETIRING ACTIVITIES PLACE DESTRUCTION DATE ON THE SF 135. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-39)	
05/013.0.B	SOURCE EVALUATION BOARD (SEB) FILES	B. ACTIONS OF THE ADMINISTRATOR (OR HIS DESIGNEE) Records and correspondence concerning deliberations and actions of the Administrator or his designee and other officials participating in these actions relating to the final selection of the contractor based on the SEB's report and presentation(s).	DESTROY 6 YEARS AFTER THE FISCAL YEAR IN WHICH THE SELECTION TOOK PLACE. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-21)	NOTE: These files are separate from the Board's files set forth above in A.
05/016.0	SMALL AND DISADVANTAGED BUSINESS UTILIZATION RECORDS	Records maintained by offices of Small and Disadvantaged Business Utilization (offices of Small Business Programs in the Department of Defense) established pursuant to the Small Business Act (15 U.S.C. 644(k), as supplemented).	TEMPORARY. DESTROY WHEN 3 YEARS OLD. [GRS 1.1-100] DAA-GRS-2018-0003-0002	communications with the Small Business Administration Enforcement Ombudsman, per Public Law 104-121, section 30(b)(2); complaints and responses to them; correspondence; data reported to and gathered from central reporting systems [Note: the systems are scheduled by their owners, not the GRS]; event evaluations,

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			surveys, and other customer feedback; forecasting and studies; Inquiries or assistance requests from industry or the general public regarding small business contracting, subcontracting, or other funding opportunities; materials negotiating and promoting small business contracting goals; program director's recommendations to contracting officers regarding awards; records documenting receipt and referral of unsolicited proposals or small business capability statements containing proprietary or confidential contractor information; records of outreach events such as workshops, conferences, specialized vendor outreach sessions, and award ceremonies; reviews of proposed agency acquisitions for bundling and small business contracting opportunities; Small Business Administration requests or recommendations regarding set-aside of contracts or requirements or changes in acquisition strategies; spending management and goals; subcontracting and performance reports
05/017.0.A	LICENSING OF NASA-OWNED INVENTIONS (DOMESTIC AND FOREIGN)	A. LICENSE GRANTS	DESTROY WHEN 25 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-10)
05/017.0.B	LICENSING OF NASA-OWNED INVENTIONS (DOMESTIC AND FOREIGN)	B. INQUIRIES about commercial rights and licensing program.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/018.0.A	PATENTS (ALSO SEE SCHEDULE 2)	A. INFRINGEMENT	CUTOFF AFTER SETTLEMENT OF CASE.

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		Infringement case files, including correspondence of a general nature regarding patent infringement.	DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-11)	
05/018.0.B	PATENTS (ALSO SEE SCHEDULE 2)	B. LICENSES RECEIVED ON PATENTS OR PATENT APPLICATIONS HEADQUARTERS ONLY - (Office of General Counsel)	CUTOFF AFTER LICENSE IS NO LONGER ACTIVE. DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-12)	
05/020.0	CONTRACTORS' PAYROLL	Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certificates, anti- kickback affidavits, and other related papers.	DESTROY 3 YEARS AFTER COMPLETION OF CONTRACT OR CONCLUSION OF CONTRACT BEING SUBJECT TO AN ENFORCEMENT ACTION. [GRS 1.1-050] (N 17-41)	
05/022.0	CONTRACT APPEALS CASE FILES	Records of contract appeals arising under the Contract Dispute Act.	DESTROY 1 YEAR AFTER FINAL RESOLUTION. [GRS 1.1-060] (N 17-6)	acknowledgement of notice; copies of contract, plans, specifications, exhibits, change orders, and amendments; documents received from concerned parties; final decisions; hearing transcripts; notice of appeal; other related papers
05/023.0	R&D CONTRACT REFERENCE FILE	Consisting of copies of R&D contracts associated with the accomplishment of the program with changes, modifications, or addenda thereto.	DESTROY AFTER COMPLETION OR CANCELLATION OF PROGRAM. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 24-15)	

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05/027.0.A	CONTRACTOR LABOR RELATIONS - EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS (INDUSTRY)	A. CONTRACTOR EEO COMPLIANCE RECORDS Records documenting contractor compliance with EEO regulations. Reviews, background documents, and correspondence relating to contractor employment practices.	Destroy when 7 years old. [GRS 2.3-120] (N 17- 37)
05/027.0.C	CONTRACTOR LABOR RELATIONS - EQUAL EMPLOYMENT OPPORTUNITY (EEO) RECORDS (INDUSTRY)	C. EEO CLEARANCE PAPERS Memoranda or other documentation from EEO clearing or approving a contractor for compliance with nondiscrimination contract clauses.	DESTROY WITH RELATED CONTRACT. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/028.0	UNSATISFACTORY CONDITION REPORTS	Reports and related documents resulting from unsatisfactory performance or working conditions as related to the contract and contractor.	DESTROY 10 YEARS AFTER THE END OF THE PROJECT. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-7)
05/029.0	EVALUATION FILES	Case files on evaluations made by the Headquarters R&QA Office.	DESTROY 6 YEARS AFTER COMPLETION. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-1)
05/030.0.A	R&QA AUDITS, SURVEYS, AND REPORTS	A. Documents related to R&QA audits, special studies, status reports, etc., including related correspondence (filed by contract).	DESTROY 5 YEARS AFTER FINAL PAYMENT. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-11)
05/030.0.B	R&QA AUDITS, SURVEYS, AND REPORTS	B. All other or in-house SR&QA Audits, Surveys, and Report files performed.	CLOSE FILE AT END OF SURVEY/ AUDIT AT END OF FISCAL YEAR.

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			DESTROY WHEN 9 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/030.0.C.01	R&QA AUDITS, SURVEYS, AND REPORTS	C. Quality Surveillance Records/System (QSR) 1. Original forms which document the quality assurance specialist's daily work effort. The form records the specialist's observations of the contractor performing tasks per contractual requirements.	DESTROY ORIGINAL QSR'S WHEN 2 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/030.0.C.02	R&QA AUDITS, SURVEYS, AND REPORTS	C. Quality Surveillance Records/System (QSR) 1. Original forms which document the quality assurance specialist's daily work effort. The form records the specialist's observations of the contractor performing tasks per contractual requirements. 2. Copies of items in 1. above.	DESTROY WHEN 6 MONTHS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]
05/031.0.A.01	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components. 1. Paper. Recordkeeping copy.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. [DA: N1-255-99-2] [DA: N1-255-09-1] (N 20-6)
05/031.0.A.02	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.	DESTROY/RECYCLE 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT.

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		2. Electronic media. (magnetic tapes, OD, CD ROM.)	[DA: N1-255-99-2] [DA: N1-255-09-1]	
05/031.0.A.03	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components.	DESTROY 3 YEARS AFTER COMPLETION OF FINAL PRODUCTION ORDER FOR THE RELATED COMPONENT. [DA: N1255-99-2] [DA: N1-255-09-1]	
		3. Photographs.		
05/031.0.B	INSPECTION AND PROOF REPORT(S)	B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection requirements and Procurement Surveillance findings.	DISPOSE OF IN ACCORDANCE WITH ITEM 1 OF THIS SCHEDULE. [DA: N1-255-94-2] [DA: N1-255-09-1]	
05/031.0.C	INSPECTION AND PROOF REPORT(S)	C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections.	DESTROY WHEN 4 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]	NOTE: The records identified in this item are not necessary for final payment or closure of the contract file.
05/031.0.D	INSPECTION AND PROOF REPORT(S)	A. Documents reflecting dimensions, drawings used in manufacture, results of proof testing, certifications of acceptance, and related data concerning inspection and proof testing of manufactured components. 1. Paper. Recordkeeping copy. 2. Electronic media. (magnetic tapes, OD, CD ROM.) 3. Photographs. B. Copies of contracts, purchase orders, and related papers pertaining to Government Source Inspection	DESTROY OR DELETE WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. [DA: N1-255-99-2]	

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		requirements and Procurement Surveillance findings.	
		<p>C. Copies of construction contracts and purchase orders relating to non-significant files, including drawings and quality requirements/inspections.</p> <p>NOTE: The records identified in this item are not necessary for final payment or closure of the contract file.</p> <p>D. Copies of incidental documents in task files such as shop notes and inspection request, etc. relating to Inspection and Proof Reports not covered in A, B, and C above.</p>	
05/032.0	MANUFACTURING CONTROL FILES	Work orders, job orders, turn-in slips, estimate sheets, production reports and other papers relating to the scheduling, dispatch, follow up, and control of items to be manufactured.	<p>DESTROY 3 YEARS AFTER COMPLETION OF RELATED WORK.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-8)</p>
05/033.0	TECHNICAL FILES	Technical records/files on R&QA contracts issued by office.	<p>DESTROY WHEN 4 YEARS OLD.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-4)</p>
05/034.0	PARTS PROGRAM MANAGEMENT FILES	Parts program management, including Red Flag Reports, discrete and microelectronics parts, and parts data systems.	<p>CUTOFF AFTER COMPLETION OF PROJECT. DESTROY WHEN 4 YEARS OLD.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-3)</p>
05/035.0.A.01	MANUFACTURING QUALITY CONTROL FILES	A. INSPECTION AND RESOLUTION RECORDS	<p>DESTROY 3 YEARS AFTER COMPLETION OF FINAL</p>

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		<p>1. Documents such as in-process inspection sheets, rework records, reports reflecting frequency distribution of manufacturing defects, and related papers.</p> <p>Documents maintained for detection, prevention, and control of manufacturing defects.</p>	<p>PRODUCTION ORDER FOR THE RELATED COMPONENT. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 20-5)</p>		
05/035.0.A.02	MANUFACTURING QUALITY CONTROL FILES	<p>A. INSPECTION AND RESOLUTION RECORDS</p> <p>2. Documents related to third-party audits and certification of manufactured components.</p> <p>Documents maintained for detection, prevention, and control of manufacturing defects.</p>	<p>DESTROY 3 YEARS AFTER CERTIFICATION DATE. [DA: N1-255-00-5] [DA: N1-255-09-1]</p>		
05/036.0	WAIVERS - PATENTS	<p>Case files on petitions for waiver of patents, and all related documentation and papers.</p>	<p>DESTROY WHEN 25 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 13-19)</p>		
05/037.0.A.01	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>1. SUCCESSFUL GRANT AND COOPERATIVE AGREEMENT APPLICATIONS</p> <p>Case files of the records listed in description above.</p> <p>Official record of applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements.</p>	<p>DESTROY 10 YEARS AFTER FINAL ACTION IS TAKEN ON FILE. [GRS 1.2-020]</p>	<p>Note: If an organization believes certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent retention, contact the center records manager to propose a records schedule to cover those records.</p>	<p>amendment requests and actions, if any; audit reports and/or other monitoring or oversight documentation; evaluation reports, panelist comments, review ratings or scores; final architectural and infrastructure drawings for facilities grants; Notice of Grant Award or equivalent and grant terms and conditions; periodic and final performance reports (progress, narrative, financial); proposals, applications, forms, and budget documents; state plans/certifications/assertions, if any (including any submissions from states that assure compliance with all applicable</p>

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				(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)	Federal statutes and regulations in effect with respect to the period for which the State receives funding); summary reports and the like
05/037.0.A.02	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>2. UNSUCCESSFUL GRANT AND COOPERATIVE AGREEMENT APPLICATIONS</p> <p>Records consist of solicited/unsolicited bids/proposals including applications, correspondence, external and internal peer reviews, and other records relating to unsuccessful (rejected or withdrawn) applications.</p> <p>Official record of applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements.</p>	DESTROY 3 YEARS AFTER FINAL ACTION IS TAKEN ON FILES. [GRS 1.2-021]	<p>Note: If an organization believes certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent retention, contact the center records manager to propose a records schedule to cover those records.</p> <p>(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)</p>	amendment requests and actions, if any; audit reports and/or other monitoring or oversight documentation; evaluation reports, panelist comments, review ratings or scores; final architectural and infrastructure drawings for facilities grants; Notice of Grant Award or equivalent and grant terms and conditions; periodic and final performance reports (progress, narrative, financial); proposals, applications, forms, and budget documents; state plans/certifications/assertions, if any (including any submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding); summary reports and the like
05/037.0.A.03	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>3. ALL OTHER COPIES</p> <p>Official record of applicant case files held in the office of record. Case files containing records relating to the individual grant or cooperative agreements.</p>	DESTROY WHEN BUSINESS USE CEASES. [GRS 1.2-022]	<p>Note: If an organization believes certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent</p>	amendment requests and actions, if any; audit reports and/or other monitoring or oversight documentation; evaluation reports, panelist comments, review ratings or scores; final architectural and infrastructure drawings for facilities grants; Notice of Grant Award or equivalent and grant terms and conditions; periodic and final performance reports (progress,

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				<p>retention, contact the center records manager to propose a records schedule to cover those records.</p> <p>(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)</p>	<p>narrative, financial); proposals, applications, forms, and budget documents; state plans/certifications/assertions, if any (including any submissions from states that assure compliance with all applicable Federal statutes and regulations in effect with respect to the period for which the State receives funding); summary reports and the like</p>
05/037.0.B.01	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>B. GRANT AND COOPERATIVE AGREEMENT PROGRAM MANAGEMENT RECORDS</p> <p>1. Memoranda, studies, reports, forms, and other records relating to the establishment of program, its policies and basic procedures, and the management and evaluation of grants.</p>	<p>DESTROY WHEN SUPERSEDED, OBSOLETE. [DA: N1-255-94-2]</p>	<p>(Note: Policies/Procedures that are part of the Formal Directives System are covered in Schedule 1/72.)</p> <p>Note: If an organization believes certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent retention, contact the center records manager to propose a records schedule to cover those records.</p> <p>(See Schedule 9 for records related to financial transactions stemming from</p>	

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				activities of agency grant and cooperative agreement programs.)
05/037.0.B.02	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>B. GRANT AND COOPERATIVE AGREEMENT PROGRAM MANAGEMENT RECORDS</p> <p>2. Records related to the coordination, implementation, execution, monitoring, and cooperative agreement programs.</p>	<p>DESTROY 3 YEARS AFTER FINAL ACTION IS TAKEN ON THE FILE. [GRS 1.2-010]</p>	<p>Note: If an organization believes certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent retention, contact the center records manager to propose a records schedule to cover those records.</p> <p>(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)</p>
05/037.0.C	GRANT AND COOPERATIVE AGREEMENT CASE FILES	<p>C. FINAL GRANT AND COOPERATIVE AGREEMENT PRODUCTS OR DELIVERABLES</p> <p>The tangible result of a completed grant or cooperative agreement produced/delivered by the recipient to satisfy the purpose of the award. These are maintained separately from other program records and may include materials such as a report, study, or publication; conference paper and/or presentation; book, journal article, or monograph; training</p>	<p>DESTROY WHEN BUSINESS USE CEASES. [GRS 1.2-030]</p>	<p>Note: Not all grants and cooperative agreements result in tangible products or deliverable. Some deliver series, assistance, training, or other intangible, though still measurable, outcomes.</p> <p>Note: If an organization believes</p>

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		<p>material, educational aid, or curriculum content; plan, process, or analysis; database or dataset; final architectural models; audio, video, or still photography; website content or other Internet component; documentation related to any other kind of final product or deliverable (for example, documentation about a physical structure or element such as a building; an instrument, device, or prototype); software or computer code.</p>	<p>certain program management, case files, and/or the final product or deliverable of a grant or cooperative agreement warrants permanent retention, contact the center records manager to propose a records schedule to cover those records.</p> <p>(See Schedule 9 for records related to financial transactions stemming from activities of agency grant and cooperative agreement programs.)</p>
05/038.0.A.01	FACILITIES GRANTS	<p>A. DRAWINGS AND SPECIFICATIONS (Routine)</p> <p>1. Headquarters</p>	<p>DESTROY 10 YEARS AFTER FINAL PAYMENT.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-38)</p>
05/038.0.A.02	FACILITIES GRANTS	<p>A. DRAWINGS AND SPECIFICATIONS (Routine)</p> <p>2. Centers and all other offices/copies.</p>	<p>DESTROY WHEN NO LONGER NEEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>
05/038.0.B.01.A	FACILITIES GRANTS	<p>B. PRELIMINARY/PRESENTATION DRAWINGS AND MODELS</p> <p>1. Records that relate to the mission of the Agency.</p> <p>(a) Drawings.</p>	<p>DESTROY WHEN NO LONGER NEEDED.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>

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05/038.0.B.01.B	FACILITIES GRANTS	<p>B. PRELIMINARY/PRESENTATION DRAWINGS AND MODELS</p> <p>1. Records that relate to the mission of the Agency.</p> <p>(b) Architectural models.</p>	<p>DISPOSE OF WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p> <p>DONATION/OFFER MAY BE MADE TO THE DIRECTOR, SMITHSONIAN OR THE AIR & SPACE MUSEUMS AS APPROPRIATE.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>
05/038.0.B.02.A	FACILITIES GRANTS	<p>B. PRELIMINARY/PRESENTATION DRAWINGS AND MODELS</p> <p>2. Non-significant records for temporary structures and buildings or of buildings not critical to the mission of the Agency.</p> <p>(a) Drawings Records include drawings of the structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Drawings of electrical, plumbing, heating, or air conditioning systems are also included in this item.</p>	<p>DESTROY WHEN SUPERSEDED, OR TRANSFER TO NEW OWNER, OR DESTROY WHEN STRUCTURE IS REMOVED FROM FEDERAL SERVICE, AS APPROPRIATE. .</p> <p>[GRS 5.4-051]</p>
05/038.0.B.02.B	FACILITIES GRANTS	<p>B. PRELIMINARY/PRESENTATION DRAWINGS AND MODELS</p> <p>2. Non-significant records for temporary structures and buildings or of buildings not critical to the mission of the Agency.</p> <p>(b) Architectural models prepared for illustrative or presentation purposes.</p>	<p>DESTROY WHEN SUPERSEDED OR WHEN PROJECT TERMINATES, AS APPROPRIATE.</p> <p>[GRS 5.4-050]</p>
05/038.0.C.01	FACILITIES GRANTS	C. CONSTRUCTION FILES OF FEDERAL STRUCTURES	DESTROY WHEN SUPERSEDED OR WHEN PROJECT

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		1. Intermediate, prefinal, shop, repair and alteration, contract negotiation drawings, standard drawings, project specifications, and documents relating to their preparation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects, or drawings superseded by final working as built drawings.	TERMINATES, AS APPROPRIATE. [GRS 5.4-050]
05/038.0.C.02	FACILITIES GRANTS	C. CONSTRUCTION FILES OF FEDERAL STRUCTURES 2. Space Assignment Plans consisting of outlines of floor plans indicating occupancy of a building.	DESTROY WHEN SUPERSEDED OR TRANSFER TO NEW OWNER, OR DESTROY WHEN STRUCTURE IS REMOVED FROM FEDERAL INVENTORY, AS APPROPRIATE. [GRS 5.4-051]
05/038.0.D	FACILITIES GRANTS	D. ENGINEERING DRAWINGS OF ROUTINE MINOR PARTS Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	DESTROY WHEN SUPERSEDED OR TRANSFER TO NEW OWNER, OR DESTROY WHEN STRUCTURE IS REMOVED FROM FEDERAL SERVICE, AS APPROPRIATE.[GRS 5.4-051]
05/038.0.E	FACILITIES GRANTS	E. DRAWINGS REFLECTING MINOR MODIFICATIONS Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	DESTROY WHEN SUPERSEDED OR TRANSFER TO NEW OWNER, OR DESTROY WHEN STRUCTURE IS REMOVED FROM FEDERAL SERVICE, AS APPROPRIATE. [GRS 5.4-051]

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05/038.0.F	FACILITIES GRANTS	<p>F. PAINT PLANS AND SAMPLES Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance, and plans and samples for painting appliances, elevators, and other mechanical parts of all buildings.</p>	<p>DESTROY WHEN SUPERSEDED OR TRANSFER TO NEW OWNER, OR DESTROY WHEN STRUCTURE IS REMOVED FROM FEDERAL SERVICE, AS APPROPRIATE. [GRS 5.4-051]</p>	<p>NOTE: These records are not authorized for disposal if they are for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons. See: B.1. of this Schedule, OR contact the NASA Records Officer or local Center Records Manager.</p>
05/039.0	ITEM PRICING FILES	<p>Documents used in determining standard prices for use in obtaining improved pricing on purchases and accounting for the sale and issue of items.</p> <p>Exclusion: Item Pricing Files kept as part of the procurement/contract case file are maintained as part of NRRS 5/1/A. This item is ONLY for item pricing files that are NOT maintained as part of the procurement/contract case file.</p>	<p>DESTROY WHEN SUPERSEDED, OBSOLETE, NO LONGER NEEDED FOR REFERENCE, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 17-34)</p>	

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NRRS 6: TRANSPORTATION RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in this schedule pertain to the movement of goods and persons under Government orders. The records include bills of lading, transportation requests, vouchers, and similar records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some of these records used to support payments become a part of the accountable officers' accounts, or are accounting posting media. Their disposition and description may be covered by NASA Records Retention Schedule 9.

Movement of Goods

The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The documents related to and normally filed with the bill of lading are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other information which documents the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, documents relating to claims which may ensue, and other pertinent records.

Movement of Personnel

These records include copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. These records are covered under Schedule 9.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided for under NASA Schedule 2 and NASA Schedule 10, Records Common to Most Offices.

06/001.0.A	PREPAID BILLS OF LADING	A. INBOUND SHIPMENTS Documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading cross-reference sheets, similar documents, and related correspondence.	DESTROY WHEN 2 YEARS OLD [DA: N1-255-89-4] (N 22-8)
06/001.0.B	PREPAID BILLS OF LADING	B. OUTBOUND SALVAGE Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.	DESTROY WHEN 1 YEAR OLD. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-7)

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06/001.0.C	PREPAID BILLS OF LADING	C. ALL OTHER COPIES	DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. [DA: N1-255-89-4] [DA: N1-255-09-1]
06/002.0.A	FREIGHT FILES (SHIPPING)	<p>A. Issuing office copies of Government or commercial bills of lading commercial passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations and supporting documents.</p> <p>Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.</p>	DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010]
06/002.0.B	FREIGHT FILES (SHIPPING)	B. Records covering payment for freight/transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in	DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010]

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tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to Section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, EXCLUDING those covered by item 2D of this schedule.

Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.

06/002.0.C

FREIGHT FILES
(SHIPPING)

C. Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by Item 2D of this schedule.

DESTROY 6 YEARS
AFTER FINAL
PAYMENT OR
CANCELLATION.
[GRS 1.1-010]

Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support

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		documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.	
06/002.0.D	FREIGHT FILES (SHIPPING)	<p>D. Records covering payment for commercial freight/transportation charges for services for which: 1) Notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; 2) deduction or collection action has been taken; 3) voucher contains inbound transit shipment(s); 4) parent voucher has print of paid supplemental bill associated; 5) voucher has become involved in litigation; or, 6) any other condition that requires the voucher to be retained beyond the 3- or 6-year disposal period, such as detection of an overcharge/undercharge.</p> <p>Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.</p>	<p>DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010]</p>

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06/002.0.E	FREIGHT FILES (SHIPPING)	<p>E. Obligation copy of commercial passenger transportation vouchers.</p> <p>Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.</p>	<p>DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010]</p>
06/002.0.F	FREIGHT FILES (SHIPPING)	<p>F. Unused ticket redemption forms, such as SF 1170.</p> <p>Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.</p>	<p>DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010]</p>
06/002.0.G	FREIGHT FILES (SHIPPING)	<p>G. All other offices/copies.</p> <p>Records relating to freight consisting of export certificates, transit</p>	<p>DESTROY WHEN 1 YEAR OLD [DA: N1-255-89-4] [DA: N1-255-09-1]</p>

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		certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government/commercial bills of lading, shortage and demurrage reports, original vouchers and support documents covering charges of settled fiscal accounts, including registers and other control documents, and all supporting documents, including records relating to the shipment of household goods.	
06/003.0	CARRIER RATE TENDER FILES	Documents relating to solicited or unsolicited tenders or reduced rates and/or tariffs submitted by commercial carriers for the transportation of freight.	DESTROY 1 YEAR AFTER RATES OR TARIFFS BECOME SUPERSEDED OR RESCINDED [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-10)
06/004.0	FREIGHT RATE NEGOTIATION FILES	Documents relating to negotiations with carriers or carrier's associations on transportation rates, freight classifications, and similar matters.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN NO LONGER REQUIRED FOR CURRENT OPERATIONS OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-11)
06/005.0	TRAFFIC MANAGEMENT FEASIBILITY STUDIES	Reports, publications, proposals, and all other documents relating to studies of various transportation modes and methods.	DESTROY WHEN STUDY BECOMES OBSOLETE, SUPERSEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER.

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			[DA: N1-255-89-4] [DA: N1-255-09-1]
06/006.0	LOST, DESTROYED, OR DAMAGED, SHIPMENT FILES	Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts, shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.	DESTROY WHEN 6 YEARS OLD. [GRS 5.5-040]
06/007.0	SHIPMENT OF HAZARDOUS/RAD IOACTIVE MATERIALS	Shipping forms and all related records concerning the shipment of hazardous/toxic wastes and radioactive materials.	DESTROY WHEN 13 YEARS OLD. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 21-10)
06/008.0	MOTOR CARRIERS' EXPLOSIVE OPERATING AUTHORITY	Correspondence and related documents with commercial carriers concerning their facilities and procedures for transporting explosives and other dangerous articles.	DESTROY 2 YEARS AFTER AUTHORITY IS SUPERSEDED OR RESCINDED. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-12)
06/009.0	SIZE AND WEIGHT LIMITS-HIGHWAY	Documents relating to individual state requirements regarding size and weight of vehicles permitted to travel state highways.	DESTROY 1 YEAR AFTER REQUIREMENTS ARE SUPERSEDED OR RESCINDED. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-13)
06/010.0	HIGHWAY MOVEMENT PERMITS	Documents relating to permits obtained from pertinent state and local authorities for vehicular	DESTROY 3 YEARS AFTER COMPLETION OF MOVE * ALSO SEE

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		<p>movements exceeding legal weight or dimension limitation, movement of hazardous waste/radioactive materials, or other legal requirements. Included are permits; documents reflecting such data as type of equipment, gross weight, axle or truck loads, height, width, and length; origin and destination of movement; nature of cargo; similar documents and related correspondence.</p>	<p>ITEMS 7, 8, AND 9 OF THIS SCHEDULE. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 22-15)</p>	
06/011.0.B	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	<p>B. PARKING PERMIT CONTROL FILES Documents relating to the administration and allotment of parking spaces and used to control the issuance and withdrawal of permits and record violations by holders of permits.</p>	<p>DESTROY UPON TRANSFER OR SEPARATION OF PERMIT HOLDER OR WHEN PERMIT IS SUPERSEDED OR REVOKED, WHICHEVER IS SOONER. [DA: N1-255-89-4] [DA: N1-255-09-1] (N 12-25)</p>	SORN - NASA 10PATS
06/011.0.D.02	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	<p>D. VEHICLE AND VESSEL ACCIDENT AND INCIDENT RECORDS 2. Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:</p> <ul style="list-style-type: none"> • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • copies of investigative reports (see Exclusion for original investigative reports) 	<p>DESTROY 3 YEARS AFTER CASE IS CLOSED. [GRS 5.4-140]</p>	SORN - NASA 10PATS

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06/011.0.H	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	<p>H. DAILY UTILIZATION RECORDS</p> <p>Documents completed by dispatcher and operator to provide information relative to the daily use of vehicle(s).</p>	<p>DESTROY AFTER REQUIRED TRANSFER OF INFORMATION TO OTHER RECORDS, UNLESS REQUIRED FOR ACCIDENT INVESTIGATION (SEE ITEM 11D(2)) OR TAX PURPOSES, OTHERWISE, DESTROY WHEN 3 YEARS OLD WHICHEVER IS SOONER.</p> <p>[DA: N1-255-89-4] [DA: N1-255-09-1] (N 14-10)</p>	SORN - NASA 10PATS
06/011.0.I	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	<p>I. MOTOR VEHICLE AND VESSEL INSPECTION, MAINTENANCE, AND SERVICE RECORDS</p> <p>Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft.</p>	<p>TEMPORARY. DESTROY WHEN 3 YEARS OLD, OR UNTIL NO LONGER NEEDED FOR NASA BUSINESS USE, WHICHEVER IS LATER. TRANSFER OF EXTANT RECORDS TO NEW OWNER AT SALE OR DONATION IS AUTHORIZED.</p> <p>[GRS 5.4-090]</p>	descriptions of provided service and repair, and related papers; work orders, service and repair requisitions, and logs
06/011.0.K	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	<p>K. VEHICLE COST FILES</p> <p>Motor vehicle ledger and worksheets providing cost and expense data.</p>	<p>DESTROY 3 YEARS AFTER DISCONTINUANCE OF LEDGER OR DATE OF WORKSHEET.</p> <p>[GRS 5.4-090]</p>	SORN - NASA 10PATS
06/011.0.N	MOTOR VEHICLE RECORDS – OPERATION AND MANAGEMENT	<p>N. ALL OTHER OFFICES/RECORDS</p> <p>Records maintained by office other than the office of primary responsibility for operation,</p>	<p>DESTROY WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD</p>	SORN - NASA 10PATS

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		management, and control over agency vehicles and motor vehicle records.	WHICHEVER IS SOONER. [DA: N1-255-89-4] [DA: N1-255-09-1]	
06/012.0	GOVERNMENT MOTOR VEHICLE OPERATORS PERMIT RECORDS	Records in this system consist of NASA employees, contractor employees other Federal and state government employees, their names, home address Social Security Numbers, physical description of individual, physical condition of individual, parking permit numbers, and traffic record.	DESTROY 3 YEARS AFTER SEPARATION OF EMPLOYEE OR 3 YEARS AFTER RESCISSION OF AUTHORIZATION TO OPERATE VEHICLES OR EQUIPMENT, WHICEVER IS SOONER. [GRS 5.4-110]	SORN - NASA 10GMVP

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NRRS 7: PROGRAM FORMULATION RECORDS [SEE NOTE₂]

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 7 pertain to the management, planning, and administration of a Research & Development (R&D) program and to groups of projects and laboratory type organizations at Centers. Records in this category are created and accumulated by organizations that have overall management responsibility for programs or multiple-project activities. This schedule provides pertinent record categories and specifies the retention and dispositions for each.

Files relate to overall program administration and reflect planning, budgeting, scheduling, coordination, and management of the program. Files accumulated by offices of project managers who are responsible for the direct administration of the technical aspects of the program/system, should file these as part of the R&D Project Case File which is set forth in Schedule 8 - "Program Management." (SEE NOTE₁)

The Program Office, normally at NASA Headquarters, is responsible for maintaining the administrative case file relating to a particular program/project, and for insuring the ongoing consolidation of essential documentation of the program. This activity includes records from time of inception, management of the program throughout its life, to program completion. Official records created during project/program management through to completion of the project are filed in the official R&D Project Case File located in Schedule 8.

NOTE₁: PROJECT MANAGEMENT and PERFORMANCE RECORDS of an R&D Program are described in Schedule 8 which covers records created and accumulated by project organizations that have direct management control over in-house and/or contractor project activities. These files include individual basic research, applied research, and engineering development projects and as such are designated as either the project/program manager's files or the principal investigator's files and are considered a "PERMANENT" record series.

NOTE₂: There are no General Records Schedules (GRS) that cover R&D records. Therefore, if a category or series of records is not listed in this Schedule or Schedule 8, disposition is not authorized. Contact your Center's Records Manager or the NASA Records Officer for instructions.

07/019.0.A.01	FINANCIAL REPORTS - CONTRACTS AND GRANTS	A. HEADQUARTERS: OPR Copy	DESTROY 10 YEARS AFTER FISCAL YEAR TO WHICH THEY PERTAIN. [DA: N1-255-94-2]
		1. June issue Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.	[DA: N1-255-09-1] (N 7-9)
07/019.0.A.02	FINANCIAL REPORTS - CONTRACTS AND GRANTS	A. HEADQUARTERS: OPR Copy	DESTROY 2 YEARS AFTER THE FISCAL YEAR TO WHICH THEY PERTAIN. [DA: N1-255-94-3]
		2. All other issues	[DA: N1-255-09-1]

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		Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.	
07/019.0.B	FINANCIAL REPORTS - CONTRACTS AND GRANTS	<p>B. ALL OTHER COPIES/OFFICES.</p> <p>Consolidated Agencywide reports of financial and statistical data covering NASA contracts and grants.</p>	<p>DESTROY AS SOON AS ACTIVE REFERENCE VALUE CEASES OR WHEN 2 YEARS OLD WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-3] [DA: N1-255-09-1]</p>
07/020.0.A	ALLOTMENT OF FUNDS (504s)	A. HEADQUARTERS Allotment of funds and memoranda concerning decisions on funding levels and changes.	<p>* PERMANENT *</p> <p>CUTOFF WHEN 3 YEARS OLD FOR ANNUAL ACCOUNTS AND 5 YEARS FOR NO YEAR APPROPRIATIONS. TRANSFER TO THE NATIONAL ARCHIVES WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-94-3] (N 7-3)</p>
07/020.0.B	ALLOTMENT OF FUNDS (504s)	B. CENTER Allotment of funds and memoranda concerning decisions on funding levels and changes.	<p>DESTROY ANNUAL ACCOUNTS WHEN 3 YEARS OLD AND NO YEAR ACCOUNTS WHEN 5 YEARS OLD.</p> <p>[DA: N1-255-94-3] [DA: N1-255-09-1]</p>
07/021.0.A	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	A. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule. Excluding files relating to Agency	<p>DESTROY WHEN 3 YEARS OLD.</p> <p>[GRS 1.3-050] (N 7-8)</p>

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		policy and procedure maintained in formally organized budget offices.	
07/021.0.B.01	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	B. Recurring reports of scientific research and development activities. 1. Headquarters.	DESTROY WHEN 8 YEARS OLD. [DA: N1-255-94-3] [DA: N1-255-09-1]
07/021.0.B.02	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	B. Recurring reports of scientific research and development activities. 2. All other copies/offices.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-3] [DA: N1-255-09-1]
07/021.0.C.01	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	C. Special Studies. 1. Headquarters.	* PERMANENT * CUTOFF WHEN STUDY BECOMES INACTIVE. TRANSFER TO THE NATIONAL ARCHIVES WHEN 15 YEARS OLD. [N1-255-94-3]
07/021.0.C.02	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	C. Special Studies. 2. All other copies/offices.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD WHICHEVER IS SOONER. [DA: N1-255-94-3] [DA: N1-255-09-1]
07/021.0.D.01	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	D. Apportionment and reapportionment schedules and memoranda schedules proposing obligations, transfers, etc., under each appropriation. 1. Headquarters.	DESTROY 6 YEARS AFTER THE CLOSE OF THE FISCAL YEAR. [GRS1.3-020] (N 7-2)

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07/021.0.D.02	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	<p>D. Apportionment and reapportionment schedules and memoranda schedules proposing obligations, transfers, etc., under each appropriation.</p> <p>2. All other copies/offices.</p>	<p>DESTROY 6 YEARS AFTER THE CLOSE OF THE FISCAL YEAR. [GRS 1.3-020]</p>
07/021.0.E.01	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	<p>E. Budget report files consisting of periodic reports on the status of appropriation accounts and apportionment.</p> <p>1. Annual report (end of fiscal year).</p>	<p>DESTROY WHEN 5 YEARS OLD. [GRS 1.3-030]</p>
07/021.0.E.02	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	<p>E. Budget report files consisting of periodic reports on the status of appropriation accounts and apportionment.</p> <p>2. All other copies/offices.</p>	<p>DESTROY WHEN 3 YEARS OLD. [GRS 1.3-031]</p>
07/021.0.F	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	<p>F. Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in preparing annual, agency-wide budget requests.</p>	<p>DESTROY WHEN 2 YEARS OLD. [GRS 1.3-041] (N 7-6)</p>
07/021.0.G.01	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	<p>G. Budget estimates and justification files.</p> <p>1. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p>	<p>* PERMANENT * CUTOFF BY FISCAL YEAR WHEN NO LONGER NEEDED FOR ACTIVE REFERENCE OR WHEN 10 YEARS OLD. TRANSFER TO THE NATIONAL ARCHIVES WHEN 20 YEARS OLD.</p>

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			[DA: N1-255-94-3] (N 7-1)	
07/021.0.G.02	BUDGET AND PROGRAMMING RESOURCES/APPORTIONMENT FILES	G. Budget estimates and justification files. 2. Working copies, background materials, all other office/copies.	SEE ITEM F. OF THIS SCHEDULE. [DA: N1-255-94-3]	
07/024.0.A.01	RESOURCES AUTHORITY WARRANTS (506s)	A. HEADQUARTERS (OPR) 1. FISCAL YEAR ACCOUNTS (Recordkeeping Copy) Agency authorizations to utilize a stated amount of resources available to program and administrative offices (funds and/or personnel complement) for the execution of approved NASA Projects and activities (includes 506s original and sub-authorities).	CLOSE THE ACCOUNT AT THE END OF THE FIFTH FISCAL YEAR AFTER THE PERIOD OF AVAILABILITY FOR OBLIGATION ENDS. DESTROY 5 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. [DA: N1-255-96-3] [DA: N1-255-09-1] (N 7-5)	
07/024.0.A.02	RESOURCES AUTHORITY WARRANTS (506s)	A. HEADQUARTERS (OPR) 2. NO YEAR ACCOUNTS (Recordkeeping Copy) Agency authorizations to utilize a stated amount of resources available to program and administrative offices (funds and/or personnel complement) for the execution of approved NASA Projects and activities (includes 506s original and sub-authorities).	DESTROY RECORDS 5 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. [DA: N1-255-96-3] [DA: N1-255-09-1]	NOTE: Close Account if (1) the Head of the Agency or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for 2 consecutive fiscal years.
07/024.0.B.01	RESOURCES AUTHORITY	B. CENTERS (OPR) 1. FISCAL YEAR ACCOUNTS (Recordkeeping Copy)	CLOSE THE ACCOUNT AT THE END OF THE FIFTH FISCAL YEAR	

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	WARRANTS (506s)	Agency authorizations to utilize a stated amount of resources available to program and administrative offices (funds and/or personnel complement) for the execution of approved NASA Projects and activities (includes 506s original and sub-authorities).	AFTER THE PERIOD OF AVAILABILITY FOR OBLIGATION ENDS. DESTROY 3 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. [DA: N1-255-96-3] [DA: N1-255-09-1]	
07/024.0.B.02	RESOURCES AUTHORITY WARRANTS (506s)	B. CENTERS (OPR) 2. NO YEAR ACCOUNTS (Recordkeeping Copy) Agency authorizations to utilize a stated amount of resources available to program and administrative offices (funds and/or personnel complement) for the execution of approved NASA Projects and activities (includes 506s original and sub-authorities).	DESTROY RECORDS 3 YEARS AFTER FISCAL YEAR IN WHICH ACCOUNT(S) IS CLOSED. [DA: N1-255-96-3] [DA: N1-255-09-1]	NOTE: Close Account if (1) the Head of the Agency or the President determines that the purposes for which the appropriation was made have been carried out; and (2) no disbursement has been made against the appropriation for 2 consecutive fiscal years.
07/025.0.A.01	AIRCRAFT FILES	A. AIRBORNE DATA ACQUISITION These are files that are maintained at the Aircraft Management Office, Headquarters and at Centers. Typically files include information with respect to aircraft operations, cost, scheduling and tasking, usually relating to remote sensing research. 1. General correspondence.	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-3] [DA: N1-255-09-1]	NOTE: These files DO NOT include maintenance records that are maintained under a separate contract.
07/025.0.A.02	AIRCRAFT FILES	A. AIRBORNE DATA ACQUISITION These are files that are maintained at the Aircraft Management Office, Headquarters and at Centers. Typically files include information with respect to aircraft operations, cost,	DESTROY 2 YEARS AFTER THE FISCAL YEAR OF THE REPORT. [DA: N1-255-94-3] [DA: N1-255-09-1]	NOTE: These files DO NOT include maintenance records that are maintained under a separate contract.

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		scheduling and tasking, usually relating to remote sensing research. 2. Financial reports.		
07/025.0.A.03	AIRCRAFT FILES	A. AIRBORNE DATA ACQUISITION These are files that are maintained at the Aircraft Management Office, Headquarters and at Centers. Typically files include information with respect to aircraft operations, cost, scheduling and tasking, usually relating to remote sensing research. 3. Flight schedules.	DESTROY 1 YEAR AFTER THE FLIGHT SEASON. [DA: N1-255-94-3] [DA: N1-255-09-1]	NOTE: These files DO NOT include maintenance records that are maintained under a separate contract.
07/025.0.A.04	AIRCRAFT FILES	A. AIRBORNE DATA ACQUISITION These are files that are maintained at the Aircraft Management Office, Headquarters and at Centers. Typically files include information with respect to aircraft operations, cost, scheduling and tasking, usually relating to remote sensing research. 4. Job orders.	DESTROY 2 YEARS AFTER EXPIRATION. [DA: N1-255-94-3] [DA: N1-255-09-1]	NOTE: These files DO NOT include maintenance records that are maintained under a separate contract.
07/025.0.B	AIRCRAFT FILES	B. MAINTENANCE RECORDS (CURRENT/HISTORICAL) Records in this series include maintenance records for various aircraft located at NASA facilities. These records also may include some blueprints and sketches of parts used on the various aircraft that are in the inventory.	RETIRE RECORDS TO ON-SITE STORAGE FOR 1 YEAR AFTER CLOSE OF FILE OR WHEN NO LONGER NEEDED. RECORDS WILL BE KEPT ON-SITE AS LONG AS AIRCRAFT IS IN AGENCY INVENTORY. IF AIRCRAFT IS TRANSFERRED TO ANOTHER AGENCY, TRANSFER RECORDS WITH AIRCRAFT. IF AIRCRAFT IS OTHERWISE DISPOSED	

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			<p>OF OR DESTROYED, RECORDS WILL EITHER BE DESTROYED AT THAT TIME, WHEN NO LONGER NEEDED, OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-3] [DA: N1-255-09-1]</p>
07/025.0.C.01	AIRCRAFT FILES	<p>C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY)</p> <p>1. Transferred Aircraft Records (hard copies and electronic copies).</p>	<p>TRANSFER ASSOCIATED RECORDS WITH THE AIRCRAFT WHEN IT LEAVES AGENCY INVENTORY. THIS INCLUDES TRANSFER OR DONATION TO A MUSEUM OR OTHER SUCH INSTITUTION.</p> <p>[DA: N1-255-94-3]</p>
07/025.0.C.02	AIRCRAFT FILES	<p>C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY)</p> <p>2. Aircraft no longer in inventory (non-current/inactive) (hard copies and electronic copies).</p>	<p>DESTROY RECORDS ASSOCIATED WITH THE SPECIFIC AIRCRAFT WHEN IT IS DESTROYED, DISMANTLED, OR CANNIBALIZED AND NO LONGER ON THE AGENCY INVENTORY, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-3] [DA: N1-255-09-1]</p>
07/025.0.C.03	AIRCRAFT FILES	<p>C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY)</p>	<p>RETAIN ORIGINAL ON-SITE AT ARC WITH AIRCRAFT. EITHER</p>

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		<p>3. Current/active aircraft maintained in agency inventory. OPR: Code OMM, Medium Altitude Missions Office within the Sciences and Applications Aircraft Division.</p>	<p>TRANSFER RECORDS WITH ASSOCIATED PLANE OR DESTROY WHEN PLANE IS NO LONGER MAINTAINED IN THE INVENTORY, AS APPROPRIATE. (SEE ITEM B. ABOVE). [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
07/025.0.C.04	AIRCRAFT FILES	<p>C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY) 4. CAD System</p>	<p>RECORDS MAY BE DELETED WHEN 5 YEARS OLD OR WHEN AIRCRAFT LEAVES THE AGENCY INVENTORY, WHICHEVER IS SOONER. [DA: N1-255-94-3]</p>
07/025.0.C.05	AIRCRAFT FILES	<p>C. PLATFORM AIRCRAFT - OPERATIONAL (ARC ONLY) 5. All other offices/copies.</p>	<p>DESTROY WHEN OBSOLETE, OR WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
07/025.0.D	AIRCRAFT FILES	<p>D. CONFIGURATION MANAGEMENT FILES - VARIOUS AIRCRAFT Records in this series include documentation of inactive aircraft that are maintained by the Aircraft documentation office. These files may include, but are not limited to, Status Reports, Configuration Change Requests, System Test Reports and Discrepancy Reports.</p>	<p>RETIRE RECORDS TO ON-SITE STORAGE FOR 1 YEAR. DESTROY WHEN OBSOLETE OR WHEN NO LONGER NEEDED FOR REFERENCE. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>

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07/026.0.A	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	A. AIRCRAFT FLIGHT OPERATIONS Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders, flight plans, load manifests, dispatch releases, flight logs, and similar records.	DESTROY WHEN 3 YEARS OLD. [GRS 5.4-120]	
07/026.0.B	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	B. LOGISTICAL SUPPORT FOR FLIGHT OPERATIONS Records that document logistical support relating to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Also included are comments on regulations, directives and other records regarding logistics, management improvement reports, cost reduction reports, requests for substantive information regarding logistics, and aircraft inventories.	DESTROY WHEN 6 YEARS OLD. [GRS 5.4-130]	
07/026.0.C.02	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	C. GENERAL AIRCRAFT INSPECTION, MAINTENANCE AND MODIFICATIONS RECORDS Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories. Includes records such as: technical and non-technical correspondence, maintenance manuals, documentation of mechanical defects and evidence of repair, annotated manuals or manuals different from those the manufacturer	DESTROY 6 YEARS AFTER DISPOSING OF AIRCRAFT OR REMOVING EQUIPMENT FROM INVENTORY. [GRS 5.4-100]	aircraft or equipment configuration and material alteration; classifying material's condition status; logistics services; preventive maintenance; servicing, manufacturing, rebuilding and testing equipment

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issued, bulletins directing specific inspections and records of action, logbooks diagnostic checkouts, spot check inspection, maintenance requests.

2. Recordkeeping copies.

Exclusion: Maintenance manuals of unique or customized aircraft must be scheduled by the agency.

07/026.0.E	AIRCRAFT MAINTENANCE AND OPERATION RECORDS	E. RECORDS REQUIRED FOR ACCIDENT/INCIDENT REPORTS Records requested by authorities conducting the investigation of accidents/incidents involving aircraft used by Federal agencies, including leased aircraft used by Federal agencies.	DESTROY 3 YEARS AFTER FINAL INVESTIGATION OR REPORTING ACTION OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. [GRS 5.6-100]
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NRRS 8: PROGRAM MANAGEMENT RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

The records described in Schedule 8 pertain to the management and operation of NASA construction of facilities, architectural, and engineering design records. These records relate to the functions that create, control, formulate and prescribe real or personal property or facilities management policies and procedures used by activities and offices applying these procedures. Records also included in this series/schedule are Research & Development (R&D) records that pertain to the management, operation, and performance of an R&D Project. Such records are created and accumulated by project organizations that have direct management control of in-house and/or contractor project activities. Project files relate to basic and applied research, and engineering development projects. The Project Office, normally at the laboratory or division level at a field installation, is responsible for maintaining the official files, and is designated as the Office of Primary Responsibility (OPR). This office is responsible for maintaining the files relating to a particular project and for insuring the ongoing collection and consolidation of essential documentation for the project. When more than one laboratory at an installation or more than one installation works on a project, the lead project manager should establish procedures to insure that all files relating to the project are collected at a single designated location for retirement and transfer.

INSTRUCTIONS FOR DESIGN AND CONSTRUCTION FILES:

General Definitions and Guidelines to use with Design and Construction Files: Generally, drawings pertaining to the design process lose their administrative usefulness after the final construction plans are accepted; these records should be considered inactive after the completion of the construction project. Precise measured drawings, which are used during the construction process, have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microform copies) should be considered active while the structure is still used, maintained or owned by the Federal Government.

08/023.5.A.01	ENVIRONMENTAL MANAGEMENT RECORDS	A. GENERAL ACTIVITIES. Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident. 1. Significant correspondence and supporting documents.	CUT OFF ANNUALLY. DESTROY 10 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. SEE ALSO NOTE 3. [N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.
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08/023.5.A.02	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>2. General/routine correspondence</p>	<p>CUT OFF ANNUALLY. DESTROY 3 YEARS AFTER CUTOFF. SEE ALSO NOTE 3. [N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>
08/023.5.A.03.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>3. Baseline documents produced internally or received from external sources (e.g., life-cycle assessments, Initial Baseline Tank Integrity Testing Reports, Environmental Resource Documents, noise measurements, etc.)</p> <p>(a) Documents periodically updated</p>	<p>CUT OFF ANNUALLY. DESTROY 3 YEARS AFTER CUTOFF. SEE ALSO NOTE 3. [N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>

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08/023.5.A.03.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>3. Baseline documents produced internally or received from external sources (e.g., life-cycle assessments, Initial Baseline Tank Integrity Testing Reports, Environmental Resource Documents, noise measurements, etc.)</p> <p>(b) Documents not periodically updated</p>	<p>CUT OFF ANNUALLY. DESTROY 3 YEARS AFTER CUT OFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [N1-255-10-5]</p>	
08/023.5.A.04	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p>	<p>CUT OFF ANNUALLY. DESTROY 3 YEARS AFTER CUTOFF. SEE ALSO NOTE 3. [N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>

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		4. Recurrent and periodic reports (e.g., daily and monthly), such as SARA 313.		
08/023.5.A.05	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p>	<p>CUT OFF ANNUALLY. DESTROY AFTER 25 YEARS OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. SEE ALSO NOTE 3. [N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>
		5. Annual, final and summary reports, such as SARA 311/312.		
08/023.5.A.06	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p>	<p>DESTROY AFTER SECOND PERIODIC UPDATE OF MASTER LIST. SEE ALSO NOTE 3. [N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>
		6. Chemical inventory		

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08/023.5.A.07	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>7. Safety data sheets (SDS)</p>	<p>DESTROY 75 YEARS AFTER EITHER MATERIAL IS NO LONGER USED AT THE INSTALLATION OR THE SDS IS SUPERSEDED, WHICHEVER COMES FIRST.</p> <p>[N1-255-10-5]</p>
08/023.5.A.08	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>8. Asbestos and radioactive and hazardous material inspection, monitoring, and corrective actions.</p>	<p>CUT OFF ANNUALLY. DESTROY WITH CONCURRENCE OF CENTER OR NASA COUNSEL'S OFFICE 75 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.</p> <p>[N1-255-10-5]</p>
08/023.5.A.09	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the</p>	<p>CUT OFF ANNUALLY. DESTROY WITH CONCURRENCE OF CENTER OR NASA</p>

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		environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.	COUNSEL'S OFFICE 75 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [N1-255-10-5]	
		9. Waste manifests.		
08/023.5.A.10	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>10. Plans and procedures (e.g. Spill Prevention, Control & Countermeasure Plan; etc.)</p>	DESTROY 5 YEARS AFTER ISSUANCE OF A NEW PLAN OR PROCEDURE. SEE ALSO NOTE 3. [N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.
08/023.5.A.11	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental</p>	DESTROY AFTER SECOND REISSUANCE OF PERMIT OR 10 YEARS AFTER PERMIT EXPIRES OR IS CANCELLED. SEE ALSO NOTE 3. [N1-255-10-5]	Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

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		<p>protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>11. Permits and application packets.</p>	
08/023.5.A.12	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>12. Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon NASA (e.g., Memoranda of Agreement).</p>	<p>DESTROY WITH CONCURRENCE OF CENTER OR NASA COUNSEL'S OFFICE 5 YEARS AFTER AGREEMENT EXPIRES OR IS CANCELED OR SUPERSEDED, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [N1-255-10-5]</p>
08/023.5.A.13.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and</p>	<p>DESTROY 3 YEARS AFTER SUPERSEDED OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [N1-255-10-5]</p>

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		Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.	
		13. Environmental Management System records (e.g., Environmental Functional Review reports). (a) Documents periodically updated.	
08/023.5.A.13.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>A. GENERAL ACTIVITIES.</p> <p>Records documenting general activities in monitoring the environment, conducting operations in an environmentally acceptable manner, and complying with federal, state and/local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NEPA, NHPA, RCRA, CWA, CAA, ESA, and EPCRA, and not linked to an incident or proposed or existing specific project, program, or incident.</p> <p>13. Environmental Management System records (e.g., Environmental Functional Review reports). (b) Documents not periodically updated.</p>	<p>CUT OFF ANNUALLY. DESTROY 3 YEARS AFTER CUT OFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [N1-255-10-5]</p>
08/023.5.B.01.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental</p>	<p>* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES 7 YEARS AFTER PROGRAM, PROJECT, OR INCIDENT CLOSES. SEE ALSO NOTES 3 AND 4.</p> <p>Note 1 Examples of records: Significant correspondence Environmental Assessment (EA) Permit Applications</p>

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protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.

1. Records vital to understanding project/incident start to finish. Excludes records described in B.2, B.3 and B.4. See examples in Note 1.

(a) Programs, projects, and incidents whose impact on the environment is such that some knowledge about them will always be of value.

[N1-255-10-5]

Environmental Impact Statement (EIS)
Permits
Environmental impact assessments
Summary (e.g. quarterly, annual) and final reports
Finding of No Significant Impact (FONSI)
Analytical reports
Determination of historic significance and supporting documentation
Statement of Work (SOW)
Record of Decision (ROD)

Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

Note 4: For facilities projects and programs, the close of the project or program occurs at the transfer or disposal of the facility. For missions and flight programs and projects, the close of the program or project

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				occurs when the activity no longer has the potential for measurable environmental effect on the Earth or its atmosphere. For incidents (primarily remediation activities), the close of the incident occurs when active remediation and any required monitoring have been completed and final approvals from regulators have been obtained.
08/023.5.B.01.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p>	<p>DESTROY 75 YEARS AFTER PROGRAM, PROJECT OR INCIDENT CLOSES, OR WHEN THE OFFICE OF GENERAL COUNSEL DETERMINES RECORDS ARE NO LONGER NEEDED, WHICHEVER IS LATER. SEE ALSO NOTES 3 AND 4.</p> <p>[N1-255-10-5]</p>	<p>Note 1 Examples of records</p> <p>Significant correspondence</p> <p>Environmental Assessment (EA)</p> <p>Permit</p> <p>Applications</p> <p>Environmental Impact Statement (EIS)</p> <p>Permits</p> <p>Environmental impact assessments</p> <p>Summary (e.g. quarterly, annual) and final reports</p> <p>Finding of No Significant Impact (FONSI)</p> <p>Analytical reports</p>

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1. Records vital to understanding project/incident start to finish. Excludes records described in B.2, B.3 and B.4. See examples in Note 1.

(b) Projects and incidents with long-term environmental impact, such as hazardous waste disposal.

Determination of historic significance and supporting documentation
Statement of Work (SOW)
Record of Decision (ROD)

Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.

Note 4: For facilities projects and programs, the close of the project or program occurs at the transfer or disposal of the facility. For missions and flight programs and projects, the close of the program or project occurs when the activity no longer has the potential for measurable environmental effect on the Earth or its atmosphere. For incidents (primarily remediation activities), the close of the incident occurs when active remediation and

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				any required monitoring have been completed and final approvals from regulators have been obtained.
08/023.5.B.01.C	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p> <p>1. Records vital to understanding project/incident start to finish. Excludes records described in B.2, B.3 and B.4. See examples in Note 1.</p> <p>(c) Routine and recurrent projects and incidents (e.g., Record of Environmental Consideration associated with a Categorical Exclusion, records related to minor spills of hazardous materials or waste).</p>	<p>DESTROY WHEN 10 YEARS OLD. SEE ALSO NOTE 3. [N1-255-10-5]</p>	<p>Note 1 Examples of records:</p> <ul style="list-style-type: none"> Significant correspondence Environmental Assessment (EA) Permit Applications Environmental Impact Statement (EIS) Permits Environmental impact assessments Summary (e.g. quarterly, annual) and final reports Finding of No Significant Impact (FONSI) Analytical reports Determination of historic significance and supporting documentation Statement of Work (SOW) Record of Decision (ROD) <p>Note 3: Retention period under any of these items may be lengthened to comply</p>

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			with state or local statutes and regulations.
08/023.5.B.02.A	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p> <p>2. Waste manifests. (If waste manifest is not part of a specific program, project or incident, but rather part of on-going environmental monitoring, use item A.9 instead of this item.)</p> <p>(a) Programs, projects, and incidents as described in item B.1.a.</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WITH RECORDS IN ITEM B.1.a.</p>
08/023.5.B.02.B	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the</p>	<p>APPLY RETENTION OF ITEM A.9 - (CUT OFF ANNUALLY. DESTROY WITH CONCURRENCE OF CENTER OR NASA</p>

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		<p>environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p> <p>2. Waste manifests. (If waste manifest is not part of a specific program, project or incident, but rather part of on-going environmental monitoring, use item A.9 instead of this item.)</p> <p>(b) Projects and incidents as described in items B.1.b and B.1.c.</p>	<p>COUNSEL'S OFFICE 75 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.) [N1-255-10-5]</p>	
08/023.5.B.03	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ</p>	<p>APPLY RETENTION OF ITEM A.11 - (DESTROY AFTER SECOND REISSUANCE OF PERMIT OR 10 YEARS AFTER PERMIT EXPIRES OR IS CANCELLED. SEE ALSO NOTE 3.) [N1-255-10-5]</p>	<p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>

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		<p>or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p> <p>3. Permits and application packets.</p>		
08/023.5.B.04	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p> <p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p> <p>4. Agreements with Federal, state and local environmental agencies that are not permits but impose obligations upon NASA (e.g., Memoranda of Agreement).</p>	<p>APPLY RETENTION OF ITEM A.12. - (DESTROY WITH CONCURRENCE OF CENTER OR NASA COUNSEL'S OFFICE 5 YEARS AFTER AGREEMENT EXPIRES OR IS CANCELED OR SUPERSEDED, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER.)</p> <p>[N1-255-10-5]</p>	
08/023.5.B.05	ENVIRONMENTAL MANAGEMENT RECORDS	<p>B. SPECIFIC PROGRAMS, PROJECTS AND INCIDENTS</p>	<p>DESTROY WHEN 10 YEARS OLD. SEE ALSO NOTE 3.</p>	<p>Note 2 Examples of records:</p>

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		<p>Records that document planning and carrying out of specific projects and programs to monitor or protect the environment and/or comply with Federal, state and/or local environmental protection statutes, regulations, and Executive Orders including, but not limited to, NHPA, NEPA, CERCLA, RCRA, CWA, CAA, and ESA. Included are both projects and incident responses initiated by the HQ or installation environmental office/function and environmental evaluation and planning, implementation, and monitoring of the environmental impact of projects and programs sponsored by other NASA entities.</p> <p>5. Records not vital to long-term understanding of the program/project/incident start to finish. Records include, but are not limited to administrative records. See examples in Note 2.</p>	[N1-255-10-5]	<p>General correspondence Work Plans Studies summarized in reports Raw data Recurrent reports (such as daily or monthly) EA or EIS Administrative Record packet</p> <p>Note 3: Retention period under any of these items may be lengthened to comply with state or local statutes and regulations.</p>
08/023.5.C	ENVIRONMENTAL MANAGEMENT RECORDS	C. Copies of any records covered in Items A and B. See 08/23.5.A and 08/23.5.B	DESTROY WHEN NO LONGER NEEDED. [N1-255-10-5]	
08/025.0.A.02.A	VIDEO RECORDINGS	<p>A. VIDEO RECORDINGS JOHNSON SPACE CENTER -- (JSC ONLY)</p> <p>2. Test and Training Activities (a) Videos in this series can include, but are not limited to, shuttle support, crew training, Wet-F (facility) training, etc.</p>	<p>RELEASE AND REUSE VIDEOTAPES 30 DAYS AFTER SPECIFIC ACTIVITY OR FILMING. [DA: N1-255-94-3]</p>	
08/032.0.A	AIRCRAFT CREW MEMBERS	A. Records on all crew members other than Astronauts.	RETAIN RECORDS IN AGENCY SPACE.	SORN - NASA 10ACMQ

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	QUALIFICATIONS AND PERFORMANCE RECORDS	Records in this system are of crew members of NASA aircraft which consist of (1) records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type aircraft, flight check ratings and related examination results, training performed and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.	DESTROY 5 YEARS AFTER CREW MEMBER SEPARATES FROM AGENCY. [DA: N1-255-94-3] [DA: N1-255-09-1]		
08/032.0.B	AIRCRAFT CREW MEMBERS QUALIFICATIONS AND PERFORMANCE RECORDS	B. These and other related records of Astronauts. Records in this system are of crew members of NASA aircraft which consist of (1) records of qualifications, experience, and currency, e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type aircraft, flight check ratings and related examination results, training performed and medical records; (2) flight itineraries and passenger manifests; and (3) biographical information.	SEE ITEM 34 OF THIS SCHEDULE.	PASR	SORN - NASA 10ACMQ
08/034.0	JOHNSON SPACE CENTER (JSC) ASTRONAUT TRAINING RECORDS	Records in this system are of astronaut training which consists of (1) T-38 and other flying records of qualification, experience, and currency; e.g., flight hours (day, night, and instrument), types of approaches and landings, crew positions, type of aircraft, flight check ratings and related examination results, training performed and medical records; (2) astronaut	* PERMANENT * TRANSFER TO THE NATIONAL ARCHIVES 5 YEARS AFTER COMPLETION OF TRAINING PROGRAM, e.a., EACH SEPARATE TRAINING PROGRAM SUCH AS T-38,	PASR	SORN - NASA 10ACMQ

NASA Record Series with Notes

		candidate records; (3) simulator training records; and (4) any records pertaining to overall astronaut training for space flights.	SIMULATOR, OR OVERALL TRAINING FOR A SPECIFIC MISSION. [DA: N1-255-94-3]	
08/035.0	ASTRONAUT SELECTION DATABASE (ELECTRONIC)	Records in this system include identifying information for the individuals in employment applications and resumes and records of specialized training, honors and awards. The system also contains relevant human resource correspondence, records of an individual's qualifications for participation in a specialized program, evaluations of candidates, and final NASA determinations of candidates' qualification for the program.	*PERMANENT* TRANSFER TO NARA WITHIN 7 YEARS AFTER CLASS SELECTION. DAA-255-13-0001	SORN - NASA 10ACSR
08/036.5.C.01	SAFETY AND MISSION ASSURANCE	C. QUALITY ASSURANCE SURVEILLANCE RECORDS 1. Documents other than audit documents, regardless of format, related to quality systems audits of NASA installations.	CUTOFF AT THE END OF FISCAL OR CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES, WHICHEVER IS LATER. [DAA-255-2016-0003]	
08/036.5.C.02	SAFETY AND MISSION ASSURANCE	C. QUALITY ASSURANCE SURVEILLANCE RECORDS 2. Quality system audit findings, regardless of format, that document non-conforming flight hardware.	PERMANENT. SEE SCHEDULE 8/101. [DAA-255-2016-0003]	
08/036.5.C.03.A	SAFETY AND MISSION ASSURANCE	3. Documents, regardless of format, related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and	DESTROY WHEN 10 YEARS OLD. [DA: N1-255-01-1]	

NASA Record Series with Notes

		support contractor inspections and designated verification.		
		(a) Stamp audit documents.		
08/036.5.C.03.B.01	SAFETY AND MISSION ASSURANCE	3. Documents, regardless of format, related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification. (b) Stamp issuance documents. i. NASA Civil Service and designated verification personnel. Cutoff date is date of document.	KEEP FOR AT LEAST 3 YEARS, THEN DESTROY 1 YEAR AFTER EXPIRATION OF STAMP SERIES OR LOT. [DA: N1-255-01-1] [DA: N1-255-09-1]	Note: for other Quality Assurance records related to NASA programs and projects, see Schedule 8/101 and Schedule 8/103.
08/036.5.C.03.B.02	SAFETY AND MISSION ASSURANCE	3. Documents, regardless of format, related to Quality assurance inspection stamps, including stamp audits, and stamp issuance records for NASA and support contractor inspections and designated verification. (b) Stamp issuance documents. ii. NASA Support Contractor personnel. Cutoff date is date of document.	KEEP FOR AT LEAST 3 YEARS, THEN DESTROY UPON CHANGE OF CONTRACT. [DA: N1-255-01-1] [DA: N1-255-09-1]	Note: for other Quality Assurance records related to NASA programs and projects, see Schedule 8/101 and Schedule 8/103.
08/040.5	OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) CITATION FILES	Files consist of original letters of Citation & Notification of Penalty from the U.S. Department of Labor; Results of investigations; Modification Abatement Plan Requests; and Final Abatement Plan Documentation.	DESTROY 10 YEARS AFTER DATE OF ABATEMENT/RESOLUTION. [DA: N1-255-94-3] [DA: N1-255-09-1]	
08/041.0	HEALTH AND MEDICAL CASE HISTORIES OF ASBESTOS WORKERS	Health and medical case histories and physical examination records, including X-ray films, for all asbestos workers (employees exposed to airborne concentration of asbestos fibers).	RETIRE WITH INDIVIDUAL EMPLOYEE HEALTH CASE FILES AS LISTED IN SCHEDULE 1, EMPLOYEE HEALTH	

NASA Record Series with Notes

			RECORDS, OF THIS NPR. [GRS 2.7-060] (N 11- 4d)
08/041.5.A.01	CALIBRATION AND METROLOGY RECORDS	<p>A. Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards.</p> <p>1. Office of Record shall be the on-Center Calibration & Metrology Services Facility or the on-Center Government-owned metrology database. If no on-Center Calibration & Metrology Services Facility or Government-owned database exists, the Office of Record shall be the person to whom the equipment is assigned.</p> <p>Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.</p>	<p>DESTROY 5 TO 10 YEARS AFTER THE EQUIPMENT IS EXCESSED OR NO LONGER IN NASA INVENTORY. [DA:N1-255-08-1]</p>

NASA Record Series with Notes

08/041.5.A.02	CALIBRATION AND METROLOGY RECORDS	<p>A. Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards.</p> <p>2. Copies held by Program and Project Offices</p> <p>Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.</p>	<p>RETAIN PER RETENTION SCHEDULE FOR PROGRAM/PROJECT CASE FILE. SEE SCHEDULE 8, ITEMS 8/103, 8/107. [DA: N1-255-08-1]</p>
08/041.5.A.03	CALIBRATION AND METROLOGY RECORDS	<p>A. Calibration records of equipment used as inspection, measuring, or test equipment on Programs/Projects, Research and Development activities and internally to the Calibration & Metrology Facility as Calibration Standards.</p> <p>3. All Other Copies (reference copies)</p> <p>Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency</p>	<p>DESTROY WHEN NO LONGER NEEDED. [DA:N1-255-08-1]</p>

NASA Record Series with Notes

		operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.	
08/041.5.B	CALIBRATION AND METROLOGY RECORDS	B. Documents used to demonstrate compliance with NASA Directive for Metrology and Calibration. Examples of records/documents may include, but are not limited to, internal and external audits, interval analysis, and calibration quality checks. Records created and received in any and all media that detail calibration and metrology products and services used in the course of Agency operations. Documents relating to design, inspection, testing, and servicing of equipment and materials used to meet calibration and/or metrology requirements. Reference NASA Directive for Metrology and Calibration. Record cut off is the date the piece of equipment is excessed or no longer in NASA inventory, unless otherwise noted.	CUT OFF UPON AUDIT, ANALYSIS OR QUALITY CHECK. DELETE 5 YEARS AFTER CUT-OFF. [DA: N1-255-08-1]
08/046.0	PLANT ACCOUNTING FILES	Plant account cards and ledgers pertaining to structures. Files of units responsible for plant, cost, and stores accounting operations.	DESTROY WHEN 3 YEARS OLD. [GRS 1.1-001] (N 5-1)

NASA Record Series with Notes

08/047.0.A	AGENCY SPACE FILES	<p>A. Building plan files and related agency records utilized in space planning, assignment, and adjustment.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>DESTROY WHEN 3 YEARS OLD, OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010] (N 18-3)</p>
08/047.0.B	AGENCY SPACE FILES	<p>B. Building space utilization report; annual reports of space utilization of all buildings, including numbers of people, areas, and purposes for which used (NASA Form 1400).</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>DESTROY 2 YEARS AFTER DATE OF SUBMISSION TO HEADQUARTERS. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
08/047.0.C	AGENCY SPACE FILES	<p>C. Installation or facility records consisting of institutional housing requirements; quarterly real property inventory; and real property summary reports.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>DESTROY 2 YEARS AFTER DISPOSAL OF INSTALLATION OR FACILITY. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>
08/047.0.D	AGENCY SPACE FILES	<p>D. Installation real property inventories, trailer reports, and rental of real property reports submitted by program offices and/or installations.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>RETAIN CURRENT AND PREVIOUS FISCAL YEAR REPORTS. DESTROY ALL OTHERS. [DA: N1-255-94-3] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

08/047.0.E.01	AGENCY SPACE FILES	<p>E. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>1. Agency reports to the General Services Administration, including SF 81, Request for Space, and related documents, concerning space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]</p>
08/047.0.E.02	AGENCY SPACE FILES	<p>E. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>2. Copies in subordinate reporting units and related work papers.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.</p>	<p>DESTROY WHEN 3 YEARS OLD OR 3 YEARS AFTER SUPERSEDED, AS APPROPRIATE. [GRS 5.4-010]</p>
08/048.0.A.01.A	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 8/053.0.B.</p> <p>1. STUDIES</p>	<p>DESTROY WHEN 30 YEARS OLD.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1] (N 18-4)</p>

NASA Record Series with Notes

		<p>Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cutoff date is date of record.</p> <p>(a) Selected studies that are considered unique in character.</p>		
08/048.0.A.01.B	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 8/053.0.B.</p> <p>1. STUDIES</p> <p>Studies relating to real property together with background papers showing inception, scope, and accomplishments. Intermediate and pre-final, and space plans of Federal structures and engineering projects. Cutoff date is date of record.</p> <p>(b) Routine studies of temporary nature.</p>	<p>RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-00-1]</p> <p>[DA: N1-255-09-1]</p>	
08/048.0.A.02.A	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 8/053.0.B.</p>	<p>*PERMANENT*</p> <p>RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. TRANSFER TO THE NATIONAL</p>	<p>NOTE: These sub-items 8/48.A2(a) and (b) need to be separated by disposition before transfer to the FRC.</p>

NASA Record Series with Notes

		<p>2. ACTUAL CONSTRUCTION</p> <p>Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, "as built," shop, repair and alteration, contract, and standard drawings, project specifications, with associated documents relating to their preparation of Federal structures and engineering projects.</p> <p>(a) Records of new construction and architecturally, historically, and technologically significant facilities such as the Vehicle Assembly Building (VAB); Pads A & B; Space Station Facility; etc.</p>	<p>ARCHIVES 8 YEARS AFTER COMPLETION OR FINAL PAYMENT. [DA: N1-255-00-1]</p>	
08/048.0.A.02.B	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES</p> <p>These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 8/053.0.B.</p> <p>2. ACTUAL CONSTRUCTION</p> <p>Construction office files consisting of documents relating to project requests, including approval, establishing funds, schedules of accomplishments, progress, payments, and the finalization, intermediate, and prefinal, final working, "as built," shop,</p>	<p>RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE. [DA: N1-255-00-1] [DA: N1-255-09-1]</p>	<p>NOTE: The sub-items below need to be separated by disposition before transfer to the FRC.</p>

NASA Record Series with Notes

		<p>repair and alteration, contract, and standard drawings, project specifications, with associated documents relating to their preparation of Federal structures and engineering projects.</p> <p>(b) Routine office/lab buildings/facilities.</p>	
08/048.0.A.03.A	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 8/053.0.B.</p> <p>3. PHOTOS/VIDEO Construction photos taken during the construction process consisting of in-progress, interim, and final shots of a facility AND NOT included in the official numbered installation photo collection.</p> <p>(a) Imagery of architecturally, historically, and technologically significant facilities.</p>	<p>*PERMANENT* FILE WITH THE ACTUAL CONSTRUCTION CASE FILE. RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. TRANSFER TO THE NATIONAL ARCHIVES 8 YEARS AFTER COMPLETION OR FINAL PAYMENT. [DA: N1-255-00-1]</p>
08/048.0.A.03.B	REAL PROPERTY FILES	<p>A. CONSTRUCTION FILES These records, regardless of format or media, are related to construction projects, but exclude final facility configuration files covered under Item 8/053.0.B.03. PHOTOS/VIDEO Construction photos taken during the construction process consisting of in-progress, interim, and final shots of a facility AND NOT included in the</p>	<p>RETAIN ON-SITE FOR 3 YEARS AFTER COMPLETION OF CONSTRUCTION OR UNTIL AFTER FINAL PAYMENT. DESTROY WITHIN ONE YEAR AFTER DEMOLITION OF STRUCTURE. [DA: N1-255-00-1] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

		official numbered installation photo collection.	
		(b) Routine office/lab buildings/facilities.	
08/048.0.B.01	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>1. Records consist of easements, leases, licenses, permits, and agreements which have been terminated or have expired; installation brochures and historical data; appraisal reports; correspondence pertaining to installation; industrial facilities data; and real property disposal documents.</p>	<p>*PERMANENT*</p> <p>TRANSFER TO THE NATIONAL ARCHIVES 25 YEARS AFTER DISPOSAL OF INSTALLATION.</p> <p>[DA: N1-255-00-1] (N 18-2)</p>
08/048.0.B.02	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>2. Drawings, correspondence, reports, and all other documents maintained by installation of primary responsibility relating to design and construction of facilities, including maps, layouts, building plans, water and drainage systems, alterations, additions, betterments, and removals made to property and all other pertinent information.</p>	<p>*PERMANENT*</p> <p>TRANSFER TO THE NATIONAL ARCHIVES 25 YEARS AFTER DISPOSAL OF PROPERTY.</p> <p>[DA: N1-255-00-1] (N 18-12)</p>
08/048.0.B.03.A	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>3. NASA Base Operations Contractor Project Control Board Files</p> <p>(a) Approved, disapproved and cancelled Approved Work Order</p>	<p>DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT OF THE CONTRACT.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

		Numbers held by the contractor for NASA. Records in this group include but are not limited to copies of proposed Task Orders and Board Minutes.	
08/048.0.B.03.B	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>3. NASA Base Operations Contractor Project Control Board Files</p> <p>(b) All other copies held in NASA Offices of approved, disapproved and cancelled Approved Work Order Numbers held by the contractor for NASA and may include copies of proposed Task Orders and Board Minutes . Cutoff date is date of record.</p>	<p>RETAIN FOR 3 YEARS, THEN DESTROY WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1]</p>
08/048.0.B.04.A	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>4. Work Authorization Packages For New or Modified Facilities Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract. (Series includes both NASA-held and Contractor-held Government owned records.) Cutoff date for file is date of WAP document in file.</p>	<p>DESTROY WHEN 20 YEARS OLD.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

		<p>These records, regardless of format or media, are related to administration of the projects, but exclude final facility configuration files covered under Item 08/053.0.B</p> <p>(a) Approved WAPs.</p>	
08/048.0.B.04.B	REAL PROPERTY FILES	<p>B. INSTALLATION RECORDS – LEASES, DRAWINGS, ETC.</p> <p>4. Work Authorization Packages For New or Modified Facilities Record copy of individual files, controlled by Work Authorization Package (WAP), pertaining to changes in configuration of physical structures, new or modified, and unique work activities on assigned facilities, systems and equipment within the contractual cost/scope limits provided to the Base Operations Contract. (Series includes both NASA-held and Contractor-held Government owned records.) Cutoff date for file is date of WAP document in file.</p> <p>These records, regardless of format or media, are related to administration of the projects, but exclude final facility configuration files covered under Item 08/053.0.B</p> <p>(b) Disapproved and cancelled WAPs.</p>	<p>DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS LATER.</p> <p>[DA: N1-255-00-1] [DA: N1-255-09-1]</p>
08/048.0.C	REAL PROPERTY FILES	<p>C. REPORTS – REAL PROPERTY</p> <p>Records consisting of the record copies of real property reports to GSA; inventory reports of jurisdictional</p>	<p>DESTROY WHEN 20 YEARS OLD. [HISTORY OFFICE MAY RETAIN INDEFINITELY FOR REFERENCE.]</p>

NASA Record Series with Notes

		status of Federal areas within states; report of NASA total facilities; report of NASA industrial facilities; and report of in-house facilities. Cutoff date is date of report.	[DA: N1-255-00-1] [DA: N1-255-09-1]
08/048.0.D.01	REAL PROPERTY FILES	D. MASTER PLANS 1. Installation files (one copy of each revision should be maintained in the historical files for facilities management).	*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES 25 YEARS AFTER DISCONTINUANCE OF INSTALLATION OR FACILITY. [DA: N1-255-00-1]
08/048.0.D.02	REAL PROPERTY FILES	D. MASTER PLANS 2. NASA Headquarters copy. Cutoff date is date of record.	RETAIN FOR 3 YEARS, THEN DESTROY WHEN OBSOLETE, SUPERSEDED, OR WHEN 10 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-00-1] [DA: N1-255-09-1]
08/048.0.E.01	REAL PROPERTY FILES	E. TITLE PAPERS Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records. 1. Papers for property acquired prior to January 1, 1921.	*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES AFTER UNCONDITIONAL SALE OR RELEASE BY THE GOVERNMENT. [DA: N1-255-94-3] (N 18-1)
08/048.0.E.02	REAL PROPERTY FILES	E. TITLE PAPERS Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records.	TRANSFER TO NEW OWNER AFTER UNCONDITIONAL SALE OR GOVERNMENT RELEASE OF CONDITIONS,

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		2. Papers for property acquired after December 31, 1920, other than abstract or certificate of title.	RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 5.4-020]	
08/048.0.E.03	REAL PROPERTY FILES	<p>E. TITLE PAPERS Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records.</p> <p>3. Abstract or certificate of title</p>	<p>TRANSFER TO NEW OWNER AFTER UNCONDITIONAL SALE OR GOVERNMENT RELEASE OF CONDITIONS, RESTRICTIONS, MORTGAGES, OR OTHER LIENS. [GRS 5.4-020]</p>	
08/048.0.E.04	REAL PROPERTY FILES	<p>E. TITLE PAPERS Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), including any payment or voucher records.</p> <p>4. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to</p>	<p>DESTROY WHEN SUPERSEDED, OR TRANSFER TO NEW OWNER, OR DESTROY WHEN STRUCTURE IS REMOVED FROM FEDERAL SERVICE, AS APPROPRIATE. [GRS 5.4-051]</p>	<p>NOTE: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. NASA must schedule these series by submitting a SF 115 to the National Archives.</p>

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		the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	
08/049.0.A	HOUSE APPLICATION FILES	A. Applications for, and certificates of eligibility for housing of essential employees, and all related documents.	DESTROY 5 YEARS AFTER THE ISSUANCE OF EACH CERTIFICATE. [DA: N1-255-94-3] [DA: N1-255-09-1] (N 15-31)
08/052.0	SHOP PLANNING AND LAYOUT FILES	Documents, regardless of format or media, reflecting the layout, location, and comparable data relative to manufacturing space, machinery, and equipment.	DESTROY WHEN SUPERSEDED OBSOLETE, OR WHEN 10 YEARS OLD WHICHEVER IS LATER. [DA: N1-255-94-3] [DA: N1-255-09-1] (N 20-10)
08/053.0.A.01.A	FEDERAL STRUCTURES DESIGN FILES	<p>A. PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES</p> <p>Non-final drawings and models of Federal structures and engineering projects, regardless of format or media of the records.</p> <p>1. Preliminary design documents, drawings and models of architecturally, historically, or technologically significant facilities that are listed or considered eligible</p>	<p>PERMANENT.</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WITH FINAL DESIGN RECORDS UPON FACILITY DISPOSAL</p> <p>[DAA-0255-2015-0001] (N 18-10)</p>

NASA Record Series with Notes

for individual listing, in the National Register of Historic Places.

(a) Records consist of 30% Design Package documents that contain the conceptual presentation and early design renderings, including floor plans, architectural renderings, building elevations, structural systems, assumptions, conceptual drawings, etc.

Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item “b’ below.

08/053.0.A.01.B	FEDERAL STRUCTURES DESIGN FILES	<p>A. PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES Non-final drawings and models of Federal structures and engineering projects, regardless of format or media of the records.</p> <p>1. Preliminary design documents, drawings and models of architecturally, historically, or technologically significant facilities that are listed or considered eligible for individual listing, in the National Register of Historic Places.</p> <p>(b) Records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC), if segregable from the 30% Design Package.</p>	<p>DESTROY WHEN SUPERSEDED, WHEN PROJECT TERMINATES, OR WHEN NO LONGER NEEDED FOR BUSINESS SPURPOSES. [GRS 5.4-050]</p>
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08/053.0.A.02	FEDERAL STRUCTURES DESIGN FILES	<p>A. PRELIMINARY, INTERMEDIATE, AND WORKING DESIGN FILES Non-final drawings and models of Federal structures and engineering projects, regardless of format or media of the records.</p> <p>2. All draft, preliminary, intermediate, working, and contract negotiation design documents and models of all other non-historical or non-critical facilities to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures. Records include all 30%, 60%, and 90% Design Packages and related documents pertaining to facility construction.</p>	<p>DESTROY WHEN SUPERSEDED, WHEN PROJECT TERMINATES, OR WHEN NO LONGER NEEDED FOR BUSINESS PURPOSES. [GRS 5.4-050]</p>
08/053.0.B.01	FEDERAL STRUCTURES DESIGN FILES	<p>B. FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES</p> <p>Files, regardless of format or media, consist of all As-Built drawings, specifications, calculations, equipment submittals, engineering reports and requirements that document final facility configuration.</p> <p>1. Final As-Built drawings/specifications and calculations of final facility configuration after initial construction including any significant design changes to a facility's appearance or function for architecturally, historically, or technologically significant facilities listed, or eligible</p>	<p>PERMANENT. TRANSFER TO THE NATIONAL ARCHIVES UPON FACILITY DISPOSAL. [DAA-0255-2015-0001]</p>

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		<p>for individual listing in the National Register of Historic Places.</p> <p>Exception: If they are easily segregable, exclude records of electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC). Disposition per item 53.B.2 below.</p>	
08/053.0.B.02	FEDERAL STRUCTURES DESIGN FILES	<p>B. FINAL DESIGN RECORDS OF ACTIVE/ON-GOING FACILITIES</p> <p>Files, regardless of format or media, consist of all As-Built drawings, specifications, calculations, equipment submittals, engineering reports and requirements that document final facility configuration.</p> <p>2. All other final design records. All other final and As-Built drawings, designs, plans or other design records of facilities not critical to agency mission, or for significant facilities that are not included in B.1 above.</p>	<p>DESTROY WHEN SUPERSEDED, OR TRANSFER TO NEW OWNER, OR DESTROY UPON FACILITY DISPOSAL. [GRS 5.4-051]</p>
08/056.0.A.01	REPAIR AND UTILITY FILES	<p>A. REPAIR AND UTILITY WORK ORDERS</p> <p>Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and all related materials, regardless of format or media.</p> <p>1. Office of primary responsibility.</p>	<p>DESTROY WHEN 3 YEARS OLD. [DA: N1-255-94-3] [DA: N1-255-09-1] (N 18-16)</p>
08/056.0.A.02	REPAIR AND UTILITY FILES	<p>A. REPAIR AND UTILITY WORK ORDERS</p> <p>Requests for repairs and orders, including correspondence, drawings, worksheets, standing work orders, and</p>	<p>DESTROY ON COMPLETION OF WORK. [DA: N1-255-94-3]</p>

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		all related materials, regardless of format or media.	[DA: N1-255-09-1]
		2. All other offices/copies (EXCLUDING fiscal).	
08/056.0.B	REPAIR AND UTILITY FILES	B. MAINTENANCE RECORDS Documents, regardless of format or media, showing maintenance performed and required on systems and plants, including Preventive Maintenance Instructions (PMI) and Preventive Maintenance Action Requests (PMAR).	DESTROY WHEN 3 YEARS OLD. [DA: N1-255-94-3] [DA: N1-255-09-1]
08/056.0.C	REPAIR AND UTILITY FILES	C. UTILITY OPERATING LOG Logs, in all formats or media, showing operations of utilities including temperature, humidity, pressure, and other such readings.	DESTROY WHEN 3 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS SOONER. [DA: N1-255-94-3] [DA: N1-255-09-1] (N 18-15)
08/056.5.A.01	LIFTING EQUIPMENT	A. LIFTING EQUIPMENT Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment). 1. Design records for review and approval of configuration changes such as certification packages, acceptance, inspection, and test records, including associated nonconformance and corrective actions.	RETAIN FOR THE LIFE OF THE EQUIPMENT. DESTROY 1 YEAR AFTER EQUIPMENT DISPOSAL [DAA-255-12-0002]

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08/056.5.A.02	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>2. Periodic inspection and test records of ad hoc and required period inspection and testing activities, including associated nonconformance and corrective actions.</p>	<p>RETAIN RECORDS OF 2 INSPECTION CYCLES; DESTROY RECORDS WHEN SECOND SUBSEQUENT CYCLE IS COMPLETED OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [DAA-255-12-0002]</p>
08/056.5.A.03	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>3. Servicing records documenting maintenance and adjustment activities performed on lifting equipment.</p>	<p>DESTROY WHEN 5 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [DAA-255-12-0002]</p>
08/056.5.A.04	LIFTING EQUIPMENT	<p>A. LIFTING EQUIPMENT</p> <p>Records concerning design, inspection, and testing, and servicing of lifting devices (cranes, hoists, etc.) and lifting equipment (load-lifting hardware and attached lifting equipment).</p> <p>4. Equipment operator inspection records, such as checklists of pre-operation inspections completed by</p>	<p>DESTROY WHEN 3 MONTHS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [DAA-255-12-0002]</p>

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		lifting equipment operators before daily use of the equipment.			
08/057.0	ASTRONAUT MEDICAL REPORTS/RECORDS	Health and medical case histories, and physical and environmental records, biomedical data pertaining to NASA astronauts, including space flight (mission) data, i.e., astronaut medical testing results, flight and ground-based data collected from astronauts and civilians including procedures, correspondence, log books, strip charts, etc.	* PERMANENT * CUTOFF WHEN ASTRONAUT IS SEPARATED FROM THE PROGRAM/AGENCY. TRANSFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD. [DA: N1-255-94-3] (N 11-4c)	NOTE: Medical records for the astronauts are kept all together, ground medical/routine as well as space flight medical. This information is maintained by astronaut name in one complete medical history case file.	SORN - NASA 10HIMS; SORN - NASA 10ORIS
08/058.0	MEDICAL RECORDS - TEST SUBJECTS	Records in this series consist of medical records of test subjects under contract to NASA which include documentation of physical exams, diagnosis, treatment, and tests given in order for the individual to participate as a "test" subject in R&D Project medical tests.	DESTROY 75 YEARS AFTER BIRTH DATE (DOB), OR 60 YEARS AFTER DATE OF EARLIEST DOCUMENT IN THE FOLDER IF DOB CANNOT BE ASCERTAINED, OR 30 YEARS AFTER CONTRACT HAS BEEN COMPLETED/TERMINATED WHICHEVER IS LATER. [DA: N1-255-94-3] [DA: N1-255-09-1]		
08/101.0	101 - Program and Project Records: Office of Record	Records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each. Held at office of record.	PERMANENT. CUTOFF RECORDS AT CLOSE OF PROGRAM/PROJECT OR IN 3-YEAR BLOCKS FOR LONG TERM PROGRAMS/PROJECTS. TRANSFER TO NATIONAL ARCHIVES	Note 1. Records covered by Items 101, 102, 107 and 108 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-	Acceptance and end item review materials / packages for hardware eligible for museum display; Agendas, minutes and briefing materials of substantive meetings; Analyses of mission results; Announcements of opportunity (including research opportunity); Anomaly reports; Approval status tracking and control files; Art work and drawings produced to illustrate concepts or designs;

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Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.	7 YEARS AFTER CUTOFF. SPECIAL MEDIA RECORDS WILL BE TRANSFERRED IN ACCORDANCE WITH 36 CFR §1235.44-50 (ELECTRONIC RECORDS), 36 CFR §1237.28 (AUDIOVISUAL RECORDS), 36 CFR §1235.42 (CARTOGRAPHIC AND ARCHITECTURAL RECORDS), AND/OR CURRENT TRANSFER INSTRUCTIONS SPECIFIC TO INDIVIDUAL FORMATS. [N1-255-10-4]	<p>inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages.</p> <p>Formulation. Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval.</p> <p>Records documenting program/project as initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements.</p> <p>Design development. Records containing comprehensive information about design and development process, requirements,</p>	<p>Authorization/approval documents; Budget and actual cost data (final figures); Certification reports; Commitment agreements; Concept definition documents; Concept/configuration options and decision packages; Configuration inspection reviews; Configuration management control documentation including Class I change requests and dispositions (e.g., changes that impact form, fit or function); Copies of definitive data sets; Copies of processed data and metadata, their analyses, proposals for analysis, and related finding aids; Correspondence, memos, e-messages, photographs, and presentation materials of a substantive nature; Design and development plan; Design concept verification studies and reports; directives; Engineering and operations manuals; Engineering data necessary to establish operation of technical sub-systems; Estimates of budget and schedule options; Evaluation reviews; Final mission or experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-</p>
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products, performance, and review.	NASA center and external memoranda of understanding or agreement; Laboratory notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness, configuration, program/project requirements, and system requirements.;
Manufacture, fabrication and assembly. Records that provide significant documentation of the construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design.	Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations;
Pre-launch system integration and verification. Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based experiment is ready for operation.	Program/project plans, including annual Program Operating Plans; Public relations materials; Publications and conference proceedings; Requests for proposals; Requirements documents for testing and verification; Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance; Restart notes; Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids; Standards; Statements about analysis of program/project value;
Implementation and operations. Records that provide significant documentation about how a mission/experiment was conducted.	

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				<p>Observational data. Records containing physical sciences observational data created by both space- and earth-based platforms that are unique and cannot be extrapolated from other data sets or observations at a reasonable cost.</p> <p>Evaluation and termination. Records documenting results of program/project, specific manned or unmanned flight or experiment upon completion.</p>	<p>Studies and reports; Studies of available technology, conceptual options, feasibility trades, and sensitivity; Substantive notes of scientists and other personnel not incorporated in other records; Summaries of accomplishments and problems; Technology availability/readiness assessments; Termination notifications and related justifications; Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability; Test readiness review materials; Testing and Operations Plans (i.e.: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science); Verification of design concept studies and reports; Verification plans</p>
08/102.0	102 - Program and Project Records: All other copies	<p>Records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life. Note 1 contains a list of eight stages and potential records that might be created in each.</p> <p>All other copies.</p> <p>Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or</p>	<p>TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. [N1-255-10-4]</p>	<p>Note 1. Records covered by Items 101, 102, 107 and 108 potentially created in the stages of a project/program's life are those essential for future studies of a program or project. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and</p>	<p>Acceptance and end item review materials / packages for hardware eligible for museum display; Agendas, minutes and briefing materials of substantive meetings; Analyses of mission results; Announcements of opportunity (including research opportunity); Anomaly reports; Approval status tracking and control files; Art work and drawings produced to illustrate concepts or designs; Authorization/approval documents; Budget and actual cost data (final figures); Certification reports; Commitment agreements; Concept definition documents; Concept/configuration options and decision packages; Configuration inspection reviews; Configuration management control documentation</p>

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engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.

accomplishments.
Included are:
Records created at multiple stages.

Formulation. Records defining scope, objectives, technical performance requirements, cost, and schedules of program/project prior to initial formal approval.

Records documenting program/project as initially approved, and subsequent changes resulting from iterative process of defining concepts and requirements.

Design development. Records containing comprehensive information about design and development process, requirements, products, performance, and review.

Manufacture, fabrication and assembly. Records that provide significant documentation of the

including Class I change requests and dispositions (e.g., changes that impact form, fit or function); Copies of definitive data sets; Copies of processed data and metadata, their analyses, proposals for analysis, and related finding aids; Correspondence, memos, e-messages, photographs, and presentation materials of a substantive nature; Design and development plan; Design concept verification studies and reports; directives; Engineering and operations manuals; Engineering data necessary to establish operation of technical sub-systems; Estimates of budget and schedule options; Evaluation reviews; Final mission or experiment reports; Final versions of specifications, drawings, associated lists and related finding aids used for manufacturing/fabrication; Flight crew and mission controller reports or notes, audio tapes and imagery; Flight data files and timelines; Flight procedures manuals; Flight readiness review materials; Hazard, risk and safety analyses/assessments; Imagery in any format of mission operations; In-flight or on-orbit anomaly investigation reports and flight notes; Independent and non-advocate reviews and assessments; Infrastructure and program/project needs assessment; Instrument operations; Intra-NASA center and external memoranda of understanding or agreement; Laboratory notebooks and logbooks; Lessons learned studies; Manufacturing plans; Material from major milestone and peer reviews including, but not limited to: concept, preliminary design, critical design, design certification, mission readiness,

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construction, final assembly, and acceptance of as-flown hardware or as-operated ground-based experiments and any major changes to the original approved design.	configuration, program/project requirements, and system requirements.; Mission failure or accident investigation records; Mission needs statement, and other mission needs documents; Mission success criteria; Mission/experiment reports (preliminary and final); News releases; Newsletters and bulletins; Operating plan; Operations plans for testing, integration, calibration, interface, and reliability; Partnering agreements; Preliminary configuration layouts; Preliminary operations plans; Proceedings; Procurement/acquisition plan; Products of collaborative tools used to track or facilitate progress; Program/project formulation authorizations;
Pre-launch system integration and verification. Records that provide significant documentation of the process used to verify that a spacecraft is ready for launch, or a ground-based experiment is ready for operation.	Program/project plans, including annual Program Operating Plans; Public relations materials; Publications and conference proceedings; Requests for proposals; Requirements documents for testing and verification; Requirements documents including: baseline system, data, software, interface, integration, testing, design, operations, performance, science and acceptance; Restart notes; Specifications, drawings and associated lists used for hardware manufacture/fabrication, and related finding aids; Standards; Statements about analysis of program/project value;
Implementation and operations. Records that provide significant documentation about how a mission/experiment was conducted.	Studies and reports; Studies of available technology, conceptual options, feasibility trades, and sensitivity; Substantive notes of scientists and other personnel not incorporated in other records; Summaries of accomplishments and problems; Technology availability/readiness assessments; Termination notifications and
Observational data. Records containing physical sciences observational data created by both space- and earth-based platforms that are unique and cannot be extrapolated from	

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				other data sets or observations at a reasonable cost.	related justifications; Test and operations plans: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, and quality/reliability; Test readiness review materials; Testing and Operations Plans (i.e.: verification, integration, handling, transportation, storage, support systems, facilities, logistics, qualification, quality, reliability, acceptance, and science); Verification of design concept studies and reports; Verification plans
				Evaluation and termination. Records documenting results of program/project, specific manned or unmanned flight or experiment upon completion.	
08/103.0	103 - Program and Project Records: Office of Record	<p>Records not required for documenting the history of the program/project as described in item 101, but which have operational value to the Agency. Note 2 contains examples that might be created in each program/project stage.</p> <p>Held at office of record.</p> <p>Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.</p>	<p>TEMPORARY. CUT OFF RECORDS AT CLOSE OF PROGRAM/PROJECT OR IN 5-YEAR BLOCKS. DESTROY/DELETE BETWEEN 0 AND 30 YEARS AFTER CUTOFF. SEE NOTE 4. [N1-255-10-4]</p>	<p>Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages. Formulation, Approval, Design Development, Manufacture, fabrication and assembly. Records not included in Note 1 that</p>	<p>Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control</p>

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are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Observational data. Records that do not

documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown

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				<p>meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.</p> <p>Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>	documents; Work instructions and work authorization documents
08/104.0	104 - Program and Project Records: All other copies	<p>Records not required for documenting the history of the program/project as described in item 101, but which have operational value to the Agency. Note 2 contains examples that might be created in each program/project stage.</p> <p>All other copies.</p> <p>Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of</p>	<p>TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. [N1-255-10-4]</p>	<p>Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are:</p>	<p>Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments;</p>

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widespread media attention or Congressional scrutiny.

Records created at multiple stages. Formulation, Approval, Design Development, Manufacture, fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or

Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of

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				<p>investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory.</p> <p>Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.</p>	<p>proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown documents; Work instructions and work authorization documents</p>
08/105.0	105 - Program and Project Records: Office of record	<p>All other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.</p> <p>Held at office of record.</p> <p>Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.</p>	<p>TEMPORARY. DESTROY/DELETE WHEN BETWEEN 0 AND 15 YEARS OLD. DO NOT RETAIN LONGER THAN LIFE OF PROGRAM/PROJECT PLUS 5 YEARS. SEE NOTE 4. [N1-255-10-4]</p>	<p>Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <ul style="list-style-type: none"> * Action items from technical interchange meetings or management reviews not considered major milestones * Budget and actual cost data (working files; for final figures see Note 1) * Copies of presentation material 	

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				<p>maintained for personal reference containing no substantive notes</p> <ul style="list-style-type: none"> * Internal center memoranda of understanding or agreement * Products of collaborative tools relating to administrative matters * Routine correspondence, e-messages, agendas, minutes * Small purchase justifications and related documents not maintained in official procurement files * Trip reports <p>Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>
08/106.0	106 -Program and Project Records: All other copies	All other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. [N1-255-10-4]	Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life

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All other copies.

Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research AND meeting one or more of the following criteria: are "first of a kind," establish precedents, produce major contributions to scientific or engineering knowledge, integrate proven technology into new products, or are/have been subject of widespread media attention or Congressional scrutiny.

have only limited short-term value. They include but are not limited to:

- * Action items from technical interchange meetings or management reviews not considered major milestones
- * Budget and actual cost data (working files; for final figures see Note 1)
- * Copies of presentation material maintained for personal reference containing no substantive notes
- * Internal center memoranda of understanding or agreement
- * Products of collaborative tools relating to administrative matters
- * Routine correspondence, e-messages, agendas, minutes
- * Small purchase justifications and related documents not maintained in official procurement files
- * Trip reports

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08/107.0	<p>107 - Program and Project Records: Office of Record</p> <p>Records of programs/projects that have operational value to the Agency. Notes 1 and 2 contain listings of records that may be included.</p> <p>Held at office of record.</p> <p>Programs/projects that do not meet the criteria stated in Item 101.</p>	<p>TEMPORARY. DESTROY/DELETE BETWEEN 0 AND 30 YEARS AFTER PROGRAM/PROJECT TERMINATION. SEE NOTE 4.</p> <p>[N1-255-10-4]</p>	<p>Includes Note 1 items found in Schedule 08/101.0, along with the following:</p> <p>Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are:</p> <p>Records created at multiple stages. Formulation, Approval, Design Development, Manufacture, fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA</p>	<p>Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control documents; Launch operations data; Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and</p>
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NASA Record Series with Notes

inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory.

Observational data. Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.

verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown documents; Work instructions and work authorization documents

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				Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.	
08/108.0	108 - Program and Project Records: All other copies	Records of programs/projects that have operational value to the Agency. Notes 1 and 2 contain listings of records that may be included. All other copies. Programs/projects that do not meet the criteria stated in Item 101.	TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. [N1-255-10-4]	Includes Note 1 items found in Schedule 08/102.0, along with the following: Note 2. Records covered by Items 103, 104, 107 and 108 potentially created in the stages of a project/program's life are those essential for continuing operations and technology transfer. This list is neither all-inclusive nor all-exclusive; it must be applied based on value judgments by those familiar with a program/project's development and accomplishments. Included are: Records created at multiple stages. Formulation, Approval, Design Development, Manufacture,	Acceptance data packages including test procedures and results for hardware not suitable for museum display; Audits; Commands; Concept verification testing data; Configuration audits; Configuration management control documentation including change requests and dispositions other than those listed in Note 1; Contract End Item (CEI) specifications redundant to the specifications in Note 1, Design development; Correspondence, memos, and e-messages related to any records described in Note 2; Derived data sets; Design performance analyses; Design reviews whose substance is captured in major milestone reviews (Note 1, records created at various stages); Design verification testing data; Discrepancy reports; Engineering data necessary to establish operation of instruments; Engineering support requests; Engineering test and evaluation data; Environmental impact studies; Failure modes analyses; Field engineering changes; Final contract deliverable technical data requirements (complete set); Flight certifications; Hardware vendor lists; Interface control documents; Launch operations data;

NASA Record Series with Notes

fabrication and assembly. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory. Pre-launch system integration and verification. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA inventory, including processing documents for spacecraft, payloads, or experiments. Implementation and operations. Records not included in Note 1 that are useful for identification, correction, and/or investigation of performance problems or mishaps, but not needed after hardware is no longer in NASA

Material and parts lists; Minutes of all Program Control Boards; Modification instruction packages; Open action tracking files not included in major milestone review documentation; Operations readiness review materials; Payload processing and integration; Periodic reports, status reviews and presentations whose substance is captured in major milestone reviews (see Note 1, Records created at multiple stages); Pre-flight or pre-experiment test and verification data; Pre-ship review materials; Preliminary budget and cost estimates and studies; Preliminary design documents; Principal investigators' user guides; Problem reporting and corrective action reports; Qualification of flight hardware, test plans, and results; Quality and reliability test plans and results; Quality assurance audit reports; Raw experimental, observational, or engineering data (Exception: raw data determined by NASA management to have continuing value may be retained beyond 30 years until reference use ceases.); Safety analysis reports; Safety and mission assurance documents; Safety reviews; Specifications and drawings of superseded systems with no historic interest, and related finding aids; System acceptance review documents; Technical evaluations of proposals; Technology readiness demonstration results; Test and assembly procedures; Test data developed for verification studies; Test preparation sheets; Verification/validation of flight/test software; waivers; Work breakdown documents; Work instructions and work authorization documents

NASA Record Series with Notes

				<p>inventory.</p> <p>Observational data.</p> <p>Records that do not meet the criteria for observational data described in Note 1, in particular data generated by engineering tests to verify theories, design concepts, etc.</p> <p>Note 4. Retention period for records relating to environmental protection, OSHA or other regulatory requirements should be lengthened as required by applicable state legislation.</p>
08/109.0	109 - Program and Project Records: Office of record	<p>All other routine records that are not considered to be essential for on-going operations of the program/project.</p> <p>Note 3 contains a list of records that may be included.</p> <p>Held at office of record.</p> <p>Programs/projects that do not meet the criteria stated in Item 101.</p>	<p>TEMPORARY.</p> <p>DESTROY/DELETE WHEN BETWEEN 0 AND 15 YEARS OLD. DO NOT RETAIN LONGER THAN LIFE OF PROGRAM/PROJECT PLUS 5 YEARS. SEE NOTE 4.</p> <p>[N1-255-10-4]</p>	<p>Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p> <p>* Action items from technical interchange meetings or management reviews not considered major milestones</p>

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				<ul style="list-style-type: none"> * Budget and actual cost data (working files; for final figures see Note 1) * Copies of presentation material maintained for personal reference containing no substantive notes * Internal center memoranda of understanding or agreement * Products of collaborative tools relating to administrative matters * Routine correspondence, e-messages, agendas, minutes * Small purchase justifications and related documents not maintained in official procurement files * Trip reports
08/110.0	110 - Program and Project Records: All other copies	<p>All other routine records that are not considered to be essential for on-going operations of the program/project.</p> <p>Note 3 contains a list of records that may be included.</p> <p>All other copies.</p> <p>Programs/projects that do not meet the criteria stated in Item 101.</p>	<p>TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED.</p> <p>[N1-255-10-4]</p>	<p>Note 3. Records covered by Items 105, 106, 109 and 110 potentially created in the stages of a project/program's life have only limited short-term value. They include but are not limited to:</p>

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- * Action items from technical interchange meetings or management reviews not considered major milestones
- * Budget and actual cost data (working files; for final figures see Note 1)
- * Copies of presentation material maintained for personal reference containing no substantive notes
- * Internal center memoranda of understanding or agreement
- * Products of collaborative tools relating to administrative matters
- * Routine correspondence, e-messages, agendas, minutes
- * Small purchase justifications and related documents not maintained in official procurement files
- * Trip reports

08/114.0	114 - Program and Project Records: Office of record	Records which, if of an individual program/project, would be described by item 101. Held at office of record.	PERMANENT. CUT OFF RECORDS AT CLOSE OF LAST APPLICABLE PROGRAM/PROJECT
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NASA Record Series with Notes

		<p>Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use documentation, certain test stand data, etc.</p>	<p>OR AT ANY TIME IN 3-YEAR BLOCKS. TRANSFER TO NATIONAL ARCHIVES 7 YEARS AFTER CUTOFF. SPECIAL MEDIA RECORDS WILL BE TRANSFERRED IN ACCORDANCE WITH 36 CFR § 1235.44-50 (ELECTRONIC RECORDS), 36 CFR § 1237.28 (AUDIOVISUAL RECORDS), 36 CFR § 1235.42 (CARTOGRAPHIC AND ARCHITECTURAL RECORDS), AND/OR CURRENT TRANSFER INSTRUCTIONS SPECIFIC TO INDIVIDUAL FORMATS. [DA: N1-255-10-4]</p>
08/115.0	115 - Program and Project Records: All other copies	<p>Records which, if of an individual program/project, would be described by item 101.</p> <p>All other copies</p> <p>Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use</p>	<p>TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. [DA: N1-255-10-4]</p>

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		documentation, certain test stand data, etc.	
08/116.0	116 - Program and Project Records: Office of record	<p>Records which, if of an individual program/project, would be described by items 103 or 107.</p> <p>Held at office of record.</p> <p>Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use documentation, certain test stand data, etc.</p>	<p>TEMPORARY. DESTROY/DELETE BETWEEN 0 AND 30 YEARS AFTER TERMINATION OF LAST APPLICABLE PROGRAM/PROJECT. [DA: N1-255-10-4]</p>
08/117.0	117 - Program and Project Records: All other copies	<p>Records which, if of an individual program/project, would be described by items 103 or 107.</p> <p>Held at office of record.</p> <p>Program/project records that clearly apply to (or cover) more than one program or project. Such records might include, but are not limited to, technical standards/multi-program/project common use documentation, certain test stand data, etc.</p>	<p>TEMPORARY. DESTROY/DELETE WHEN NO LONGER NEEDED. [DA: N1-255-10-4]</p>

NASA Record Series with Notes

NRRS 9: FINANCIAL MANAGEMENT AND INSPECTOR GENERAL RECORDS

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices.

This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

FINANCIAL MANAGEMENT

The records described in Schedule 9 pertain to the management and operation of NASA accountable officer's accounts, including records under the cognizance of the General Accounting Office (GAO). These records relate to documentation concerned with accounting for availability and status of public funds. There are several types of accountable officers' returns and related records, such as (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to GAO since he accomplishes the actual payment of public monies to proper Federal creditors; and, (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

Disbursements for most civilian Government agencies are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Department of the Treasury. Since July 1949, disbursements have been made for most Agencies on the basis of certified schedules, with the detailed vouchers transferred to GAO from the Agency or held in Agency space if site audit was involved. This procedure was extended and confirmed by GAO General Regulations, No. 115 issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Forms 1166 and 1167) for use by all Agencies effective July 1, 1952, and formally eliminated the transfer of vouchers of the Chief Disbursing Officer.

This schedule includes records held for onsite audit by GAO, as described in item 1a below. Under onsite audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in Agency space for GAO auditors.

INSPECTOR GENERAL

Records in this series monitor agency program and operations to prevent and reduce waste and fraud and to improve Agency Management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected Government Agencies. An OIG conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies and progress to the Agency head. OIGs must submit reports to Congress.

This schedule covers the two major series of disposal investigative, audit and related records created or maintained by an OIG. Indexes to these files are covered by NASA Records Schedule 10 - Records Common to Most Offices. Correspondence or subject files, policy files, publications, reports to Congress, and any other records not specifically described in this schedule must be scheduled through the Center Records Manager. This schedule does not authorize disposal of investigative case files for cases that result in national media attention, Congressional investigation, or substantive changes in Agency policy or procedures. Such files must be scheduled by submission of a NASA Form 1418.

Records described in this schedule are authorized for disposal in both hard copy and electronic forms.

09/001.0.A	FINANCIAL TRANSACTION RECORDS	A. Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit.	DESTROY 6 YEARS AFTER FINAL PAYMENT OR CANCELLATION. [GRS 1.1-010] (N 2-1) [DAA-GRS-2013-0003-0001]	Note: Accounts and supporting documents pertaining to American Indians are not authorized for disposal by this schedule. Such records should be
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Financial transaction records include those created in the course of collecting debts and accounting for all finance activity, per the following definitions.

Collecting debts includes the collection of income from all sources (excluding taxation). Collections records document collection of monies from all sources excluding administrative claims, taxation (not covered under the GRS), and Congressional appropriation, such as:

- records documenting administration, receipt, and deposit of user fees for entry into and/or use of public facilities; for recovering costs of providing government services; and receipt of donations, bequests, and other collections from the public, including:
 - o cash register transaction records
 - o credit card and charge cards receipts
 - o records documenting deposits
 - o records documenting allocation of fees to funds/accounts
 - o deposit lists and logs
 - o customer orders
 - o revolving fund records
- fee and fine collection records
- garnishments
- sale of excess and surplus personal property
- fee or rate schedules and supporting documentation
- out-leases of Federal property
- debt collection files and cash receipts

reviewed and scheduled appropriately by the agency since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians

NASA Record Series with Notes

- writeoffs
- copies of checks
- payment billing coupons
- letters from lenders
- payment records
- money orders
- journal vouchers
- collection schedules

Accounting is the recording, classifying and summarizing of financial transactions and events related to assets, liabilities, revenue from all sources, and expenses to all payees to support financial reporting, enable audit, and accumulate and generate management information to assist in establishing an agency's resource allocation priorities. Accounting records include those such as:

- accountable officers' records concerned with the accounting for, availability, and status of public funds and maintained for Government Accountability Office (GAO) or other authority site audit, but excluding payroll records, and accounts pertaining to American Indians.

Includes:

- o statements of transactions
- o statements of accountability
- o collection schedules and vouchers
- o disbursement schedules and vouchers
- vouchers
- certificates of closed accounts
- certificates of periodic settlements
- general funds files
- general accounting ledgers

NASA Record Series with Notes

		<ul style="list-style-type: none"> • appropriation, apportionment, and allotment files • posting and control files • bills of lading • transportation and travel requests, authorizations, and vouchers • commercial freight vouchers • unused ticket redemption forms 	
09/001.0.B	FINANCIAL TRANSACTION RECORDS	B. All other copies of records covered by Schedule 9/1.A above.	DESTROY WHEN BUSINESS USE CEASES. [GRS 1.1-011] [DAA-GRS-2013-0003-0002]
09/002.0.A	AGENCY BUDGET REQUEST FILES	<p>A. Original record set maintained at NASA Headquarters by Code B (This set starts October 1, 1958 and continues to Present)</p> <p>Records in this file series consists of budget material requested via OMB Circular A-11, including material required by the President's Call for the budget. Records include, but are not limited to, letters, forms, exhibits (submitted electronically), and any other related finding aids or documentation associated with this submission, e.a., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN 35 YEARS OLD. [DA: N1-255-94-2]</p>
09/002.0.B	AGENCY BUDGET REQUEST FILES	<p>B. Center working materials/background files and documentation developed by other organizational units and as submitted to the Comptroller's Office.</p> <p>Records in this file series consists of budget material requested via OMB Circular A-11, including material</p>	<p>DESTROY WHEN 30 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>

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		required by the President's Call for the budget. Records include, but are not limited to, letters, forms, exhibits (submitted electronically), and any other related finding aids or documentation associated with this submission, e.a., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.	
09/002.0.C	AGENCY BUDGET REQUEST FILES	<p>C. All other offices/copies.</p> <p>Records in this file series consists of budget material requested via OMB Circular A-11, including material required by the President's Call for the budget. Records include, but are not limited to, letters, forms, exhibits (submitted electronically), and any other related finding aids or documentation associated with this submission, e.a., OMB, Presidents Budget, Justification Support - Congressional Budget Support, etc.</p>	<p>DESTROY WHEN SUPERSEDED, NO LONGER NEEDED, OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/004.0.A	R&D PROGRAM/PROJECT STATUS REPORTS (PSR) COST/SCHEDULES	<p>A. CENTERS (Level 2 Manager)</p> <p>Documents relating to cost projections for research and development projects, including information about program objectives in terms of projects, tasks, status, and time phasing for development, and funds required. These files include schedules and directly related forecast and actual costs.</p>	<p>DESTROY 10 YEARS AFTER COMPLETION OF PROJECT.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1] (N 24-3)</p>
09/004.0.B	R&D PROGRAM/PROJECT STATUS	<p>B. SECRETARIAT OFFICE (NASA Headquarters; Comptroller's Office)</p>	<p>* PERMANENT *</p> <p>TRANSFER TO THE NATIONAL ARCHIVES WHEN 30 YEARS OLD.</p>

NASA Record Series with Notes

	REPORTS (PSR) COST/SCHEDULES	Documents relating to cost projections for research and development projects, including information about program objectives in terms of projects, tasks, status, and time phasing for development, and funds required. These files include schedules and directly related forecast and actual costs.	[DA: N1-255-94-2]
09/004.0.C	R&D PROGRAM/PROJECT STATUS REPORTS (PSR) COST/SCHEDULES	C. ALL OTHER OFFICES/COPIES Documents relating to cost projections for research and development projects, including information about program objectives in terms of projects, tasks, status, and time phasing for development, and funds required. These files include schedules and directly related forecast and actual costs.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD WHICHEVER IS LATER. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/005.0.B	FUND FILES	B. SPECIAL Records relating to monies obtained to pay for expenses incurred in conjunction with special guest, or monies from sponsors of programs that could not be returned. Includes the "Administrator's Fund", "Activity Fund", "Special Fund", and all other non-appropriated fund activities.	DESTROY 6 YEARS AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH RECORDS PERTAIN. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/006.0.A	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	A. GENERAL Records in this series consists of register receipts, bank deposit slips, register tapes, cancelled checks, bank statements, ledgers, etc.	RETAIN ON-SITE AT RESPECTIVE INSTALLATION. DESTROY WHEN 5 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]

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09/006.0.B	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	B. CORRESPONDENCE FILES - GENERAL Files include advisory notices such as merchandise and sundry notices, records documenting overall administration of the exchange, general correspondence, customer complaints, security records and reports pertaining to the exchange.	RETAIN ON-SITE. DESTROY WHEN 4 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.C.01	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	C.1. STOCK FILES / GOODS RECEIVED GOODS: Records relating to the receipt of merchandise, including copies of reports of goods received, shipping documents, tracer inquiries, merchandise follow-up requests, and other documents related to shipments/follow-up of merchandise.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.C.02	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	C.2. STOCK FILES / GOODS RECEIVED STOCK: Records used by management for the control and procurement of merchandise at warehouse and on the sales floor, including unit merchandise records, stock record cards, replenishment cards, recorder records, and vendor records.	DESTROY WHEN 2 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.D.01	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.1. EXCHANGE RECORDS ON INDIVIDUALS Records contained in this system are associated with individuals consisting of present and former employees of, and applicants for employment with, NASA Exchanges, Recreational Associations, Child Care and Educational Development Centers, and Employees' Clubs at NASA Centers;	DESTROY 5 YEARS AFTER EMPLOYEE OR PARTICIPANT SEPARATION FROM THE EXCHANGE AFFILIATE. [DAA-0255-2014- 0001]	PASR	SORN - NASA 10XROI

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and members of or participants, including children and their parents, in NASA Exchange activities, child care centers, clubs and/or recreational associations. For present and past employees of the child care and educational development center programs, records relate to qualifications and personnel actions and determinations during their employment by the NASA Exchange. For current or former participants in Exchange-sponsored activities, child care centers, clubs and/or recreational associations, records include identification and other information facilitating enrollment in and administration of the activity and the proper care of the children. Records include personally identifiable information including health information for children, financial payment and credit records on participants with active accounts.

09/006.0.D.02	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	<p>D.2. EXCHANGE RECORDS ON INDIVIDUALS</p> <p>Applications and associated material from individuals not selected for employment by NASA Exchanges, or by facilities or entities under Exchange purview.</p>	DESTROY 90 DAYS AFTER EMPLOYMENT POSITION IS FILLED. [DAA-0255-2014-0001]	PASR	SORN - NASA 10XROI
09/006.0.D.03	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	<p>D.3. EXCHANGE RECORDS ON INDIVIDUALS</p> <p>General meeting minutes of activities associated with the Employees Exchange.</p>	DESTROY 6 MONTHS AFTER ELECTION OR INITIATION OF NEW COMMITTEE MEMBERSHIP OR WHEN 3 YEARS OLD,	PASR	SORN - NASA 10XROI

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			WHICHEVER OCCURS FIRST. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/006.0.D.04	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.4. EXCHANGE RECORDS ON INDIVIDUALS Records of successful applicants for Exchange Scholarships, including data on the individuals, their education, financial background, and other related information.	MAINTAIN UNTIL COMPLETION OF AWARDED SCHOLARSHIP AND THEN DESTROY. [DA: N1-255-94-2] [DA: N1-255-09-1]	PASR	SORN - NASA 10XROI
09/006.0.D.05	NASA EXCHANGE - PERSONNEL, PAYROLL, AND FINANCIAL RECORDS	D.5. EXCHANGE RECORDS ON INDIVIDUALS Records of unsuccessful applicants for Exchange Scholarships, including data on the individuals, their education, financial background, and other related information.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.	PASR	SORN - NASA 10XROI
09/007.0.A	REIMBURSABLE AGREEMENTS – FINANCIAL	A. GUIDELINES APPLICABLE TO REIMBURSABLE AGREEMENTS Reports, correspondence, working files and other documentation required on file to support reimbursable activities.	RETAIN ON-SITE UNTIL REFERENCE VALUE CEASES; THEN DESTROY. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/007.0.B	REIMBURSABLE AGREEMENTS – FINANCIAL	B. BENEFITOR FILES Includes original authorities for reimbursable funding for resident agencies.	DESTROY 6 YEARS AND 3 MONTHS AFTER FINAL PAYMENT. [DA: N1-255-94-2] [DA: N1-255-09-1]		
09/007.0.C	REIMBURSABLE AGREEMENTS – FINANCIAL	C. OCCUPANCY (SSC ONLY) Includes staffing levels, space allocation, utility costs, burden analyses and all pertinent information	THESE RECORDS ARE UNIQUE TO SSC AND WILL BE MAINTAINED IN SSC SPACE FOR 10		

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		used in occupancy rate development at SSC. Records include occupancy rate development data; quarterly detail reports; and, SSC Personnel Strength Reports (including historical data).	YEARS. DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/007.0.D.01	REIMBURSABLE AGREEMENTS – FINANCIAL	D.1. WORK PERFORMANCE AGREEMENTS (JSC ONLY) Records include agreements between JSC and other government or non-government agencies (the customer) whereby JSC performs work prescribed in the agreement and JSC is reimbursed for the cost of the work by the customer. These agreements are usually 1 to 3 years in duration. Office of primary responsibility.	DESTROY WHEN 20 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/007.0.D.02	REIMBURSABLE AGREEMENTS – FINANCIAL	D.2. WORK PERFORMANCE AGREEMENTS (JSC ONLY) Records include agreements between JSC and other government or non-government agencies (the customer) whereby JSC performs work prescribed in the agreement and JSC is reimbursed for the cost of the work by the customer. These agreements are usually 1 to 3 years in duration. All other offices/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]
09/007.0.E	REIMBURSABLE AGREEMENTS – FINANCIAL	E. ALL OTHER OFFICES/COPIES OF THE ABOVE RECORDS OTHER THAN THE OPR	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]

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09/008.0.A.01	BUDGET EXECUTION RECORDS	<p>A.1. Apportionment and reapportionment schedules proposing quarterly obligations under each authorized appropriation.</p> <p>HEADQUARTERS (These are records sent to OMB and Treasury which show the division of funding by project/program.)</p>	<p>CUTOFF 3 YEARS AFTER FISCAL YEAR, 5 YEARS FOR NO YEAR APPROPRIATIONS. DESTROY WHEN NO LONGER NEEDED OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 7-2)</p>
09/008.0.A.02	BUDGET EXECUTION RECORDS	<p>A.2. Records Center offices create and receive in the course of implementing and tracking an appropriation. Includes:</p> <ul style="list-style-type: none"> • allotment advice, revisions, and ceiling limitations • apportionments and reapportionments • obligations under each authorized appropriation • rescissions and deferrals • operating budgets • outlay plans • fund utilization records • fund reviews • workforce authorization and distribution • continuing resolution guidance • calculations • impact statements • carryover requests • related records 	<p>DESTROY 6 YEARS AFTER THE CLOSE OF THE FISCAL YEAR. [GRS 1.3-020] [DAA-GRS-2015-0006-0002]</p>
09/008.0.B.01	BUDGET EXECUTION RECORDS	<p>B.1 Full Fiscal Year Budget reports.</p> <p>Standard Form 133, Report on Budget Execution and Budgetary Resources, or</p>	<p>DESTROY WHEN 5 YEARS OLD. [GRS 1.3-030] [DAA-GRS-2015-0006-0003]</p>

NASA Record Series with Notes

		equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.	
09/008.0.B.02	BUDGET EXECUTION RECORDS	<p>B.2. Budget reports – other than full fiscal year</p> <p>Standard Form 133, Report on Budget Execution and Budgetary Resources, or equivalent. Periodic status reports on agency's proposed rate of expenditure, appropriations, obligations, apportionments and outlays.</p>	<p>DESTROY WHEN 3 YEARS OLD. [GRS 1.3-031] [DAA-GRS-2015-0006-0004]</p>
09/009.0.B	ACCOUNTING RECORDS	<p>B. Cost accounting for stores, inventory, and materials.</p> <p>Records providing accountability for receipt and custody of materials and showing accumulated cost data, including the direct and indirect costs of production, administration, and performance of program functions of the agency; such as:</p> <ul style="list-style-type: none"> • invoices or equivalent papers used for inventory accounting purposes • inventory accounting returns and reports • working files used in accumulating inventory accounting data • plant account cards and ledgers, other than those pertaining to structures • cost accounting reports and data • depreciation lists/costs 	<p>DESTROY WHEN 3 YEARS OLD, BUT LONGER RETENTION IS AUTHORIZED IF REQUIRED FOR BUSINESS USE. [GRS 1.1-040] (N 5-5) [DAA-GRS-2013-0003-0012]</p>

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		<ul style="list-style-type: none"> • contractor cost reports re contractor-held-government-owned materials and parts • receiving, inspection, and acceptance documentation 	
09/009.0.D.01	ACCOUNTING RECORDS	<p>D.1. COST REDUCTION Reports, correspondence, working papers, and other supporting documentation required to be on file.</p> <p>Headquarters.</p>	<p>CUTOFF 4 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH RECORDS WERE CREATED. DESTROY 6 YEARS AFTER SUBJECT FISCAL YEAR. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 1-18)</p>
09/009.0.D.02	ACCOUNTING RECORDS	<p>D.2. COST REDUCTION Reports, correspondence, working papers, and other supporting documentation required to be on file.</p> <p>Centers</p>	<p>CUTOFF 3 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH RECORDS WERE CREATED. DESTROY 5 YEARS AFTER SUBJECT FISCAL YEAR. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/010.0	SIGNATURE AUTHORITY FILES	<p>Records consist of signature authorities for miscellaneous administrative records which include, but are not limited to, Diner's Club authorizations; reports of mail; authority for specified employees to certify funds, etc.</p>	<p>DESTROY UPON SEPARATION, TRANSFER, OR TERMINATION OF AUTHORIZED EMPLOYEE OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

09/011.0.B.01.A	GENERAL LEDGER – ACCOUNTING	<p>B.1. TRIAL BALANCE LEDGERS</p> <p>Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial balance and related reports submitted by each NASA Center.</p> <p>ORIGINAL RECORDS</p> <p>(a) Annual September Report.</p>	<p>DESTROY WHEN 10 YEARS OLD. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 3-6)</p>	SORN - NASA 10CFMR
09/011.0.B.01.B	GENERAL LEDGER – ACCOUNTING	<p>B.2. TRIAL BALANCE LEDGERS</p> <p>Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial balance and related reports submitted by each NASA Center.</p> <p>ORIGINAL RECORDS</p> <p>(b) Monthly reports (other than September).</p>	<p>CUTOFF AFTER FISCAL YEAR INVOLVED. DESTROY 10 YEARS AFTER SUBJECT FISCAL YEAR. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>	SORN - NASA 10CFMR
09/011.0.B.02	GENERAL LEDGER – ACCOUNTING	<p>B.2. TRIAL BALANCE LEDGERS</p> <p>Monthly consolidated financial reports supported by analyses reports at the appropriation, fund, or other level, covering all NASA assets, liabilities, funds, equity, revenues, and costs. The consolidated Agency-wide report is based on and includes the trial</p>	<p>DESTROY AS SOON AS ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>	SORN - NASA 10CFMR

NASA Record Series with Notes

		balance and related reports submitted by each NASA Center.		
		All other offices/copies of the above reports (including copies maintained at NASA Centers).		
09/012.5	PROPERTY, PLANT AND EQUIPMENT (PP&E) AND OTHER ASSET ACCOUNTING Includes Capital Asset Financial Records	<p>Records necessary for documenting the existence, acquisition, ownership, cost, valuation, depreciation, and classification of fixed assets such as real property, capitalized personal property, internal use software, equipment, and other assets and liabilities reported on an agency's annual financial statements (agency net worth or financial position), and non-capitalized but monitored PP&E.</p> <p>May include copies of original records covered under other schedule items, such as General Accounting Ledgers (Schedule 9, item 11.A – GRS 7-2), Expenditure Accounting Posting and Control Files (Schedule 9, item 13.A – GRS 7-4a), Freight Files (Schedule 6, items 2.B and 2.C – GRS 9-1a), and records documenting acquisition of real property (Schedule 8, item 48.E.2 – GRS 3-1b).</p> <p>Exclusion: Records concerning a historically significant structure or other stewardship assets (for instance, the structure appears on the National Register of Historic Places), and not authorized for disposal. Agencies must submit a records schedule to NARA to cover these records or apply an existing schedule.</p>	<p>DESTROY 10 YEARS AFTER ASSET IS DISPOSED OF AND/OR REMOVED FROM AGENCY'S FINANCIAL STATEMENT. [DAA-0255-2012-0003] [GRS 1.1-030 (10 years permitted by GRS flexibility)]</p>	<p>appraisals; asset retirement, excess and disposal records; correspondence and work papers; costing and pricing data; invoices; plant account cards and ledgers pertaining to structures; purchase orders and contracts; titles; transactional schedules; transfer, acceptance and inspection records</p>

NASA Record Series with Notes

09/014.0.A.01.A	FINANCIAL STATUS REPORTS	<p>A.1. MONTHLY CONSOLIDATED - AGENCYWIDE</p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p> <p>Highlight Report; Balance of Payments Report; Medical Report; Expert and Consultant Report; SEDSA--Est. Distribution of Selected accounts.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p> <p>(a) Monthly issues of Volume 1, Summary of Data for Administrative Operations, Research and Development, and Construction of Facilities Funding; and Volume 6, Project and Program Year Summary by Program Office and by Center.</p>	<p>CUTOFF AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH THE RECORDS PERTAIN. DESTROY WHEN 10 YEARS OLD.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1] (N 3-4)</p>
09/014.0.A.01.B	FINANCIAL STATUS REPORTS	<p>A.1. MONTHLY CONSOLIDATED - AGENCYWIDE</p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p> <p>Highlight Report; Balance of Payments Report; Medical Report; Expert and</p>	<p>CUTOFF AFTER THE CLOSE OF THE FISCAL YEAR TO WHICH THE RECORDS PERTAIN. DESTROY 5 YEARS AFTER SUBJECT FISCAL YEAR.</p> <p>[DA: N1-255-94-2] [DA: N1-255-09-1]</p>

NASA Record Series with Notes

		<p>Consultant Report; SEDSA--Est. Distribution of Selected accounts.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p> <p>(b) Monthly issues of all other volumes of the report printed.</p>	
09/014.0.A.02	FINANCIAL STATUS REPORTS	<p>A.2. MONTHLY CONSOLIDATED - AGENCYWIDE</p> <p>This is a monthly consolidated agency wide financial report of commitments, obligations, costs, disbursements, and resource authorizations, consisting of 11 volumes, organized generally by program activity. The following list of reports are considered a part of this series, but is not all inclusive:</p> <p>Highlight Report; Balance of Payments Report; Medical Report; Expert and Consultant Report; SEDSA--Est. Distribution of Selected accounts.</p> <p>All other copies of the reports in Program Offices, NASA Centers, or other offices.</p>	<p>DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/014.0.B.01.A	FINANCIAL STATUS REPORTS	<p>B.1 CONTRACTS AND GRANTS REPORTS - STATUS</p> <p>SEE ALSO ITEM 19, SCHEDULE 7</p> <p>Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra- Governmental purchase requests.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p>	<p>CUTOFF 1 YEAR AFTER CLOSE OF FISCAL YEAR TO WHICH RECORDS PERTAIN. DESTROY 10 YEARS AFTER SUBJECT FISCAL YEAR. [DA: N1-255-94-2] [DA: N1-255-09-1] (N 3-5, N 7-9)</p>

NASA Record Series with Notes

		<p>(a) Annual September Issue: (Following Formats) E-3; E-5A; E-7; E-8; E-9; E-10; E-11; E-12; E-16; E-17; E-26; E-27; E-28; E-29; E-31; E-34; E-34A; E-35; E-36-1; E-36-3; E-36-4; AND E-38.</p>	
09/014.0.B.01.B	FINANCIAL STATUS REPORTS	<p>B.1. CONTRACTS AND GRANTS REPORTS - STATUS SEE ALSO ITEM 19, SCHEDULE 7 Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra- Governmental purchase requests.</p> <p>HEADQUARTERS - OFFICIAL RECORD</p> <p>(b) Issues of formats listed in (a) above, other than September.</p>	<p>DESTROY MONTHLY ISSUES AFTER 90 DAYS; OTHER ISSUES AFTER THE CURRENT REPORT IS PRODUCED. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/014.0.B.02	FINANCIAL STATUS REPORTS	<p>B.2. CONTRACTS AND GRANTS REPORTS - STATUS SEE ALSO ITEM 19, SCHEDULE 7 Records in this category consist of a consolidated agencywide report of financial and statistical data covering NASA contracts, grants, and intra- Governmental purchase requests.</p> <p>All other copies of the reports in Program Offices, NASA Centers, or other offices.</p>	<p>DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>
09/014.1	RECORDS SUPPORTING COMPILATION OF AGENCY	<p>Includes records such as:</p> <ul style="list-style-type: none"> • schedules and reconciliations prepared to support financial statements 	<p>DESTROY 2 YEARS AFTER COMPLETION OF AUDIT OR CLOSURE OF</p>

NASA Record Series with Notes

	FINANCIAL STATEMENTS AND RELATED AUDIT, AND ALL RECORDS OF ALL OTHER REPORTS	<ul style="list-style-type: none"> • documentation of decisions re accounting treatments and issue resolutions • audit reports, management letters, notifications of findings, and recommendations • documentation of legal and management representations and negotiations • correspondence and work papers 	FINANCIAL STATEMENT /ACCOUNTING TREATMENT/ISSUE. [GRS 1.1-020]
09/014.2.A	BUDGET ADMINISTRATION RECORDS	<p>A. Records documenting administration of budget office responsibilities. Includes:</p> <ul style="list-style-type: none"> • correspondence relating to routine administration, internal procedures, and other day-to-day matters • records monitoring expenditures under approved budget allocations • records of financial controls maintenance • spreadsheets and databases tracking income, expenditures, and trends • work planning documentation • cost structure and accounting code lists • feeder and statistical reports • related correspondence 	DESTROY WHEN 3 YEARS OLD. [GRS 1.3-050] [DAA-GRS-2015-0006-0007]
09/014.2.B	BUDGET ADMINISTRATIVE RECORDS	<p>B. BUDGET PREPARATION BACKGROUND RECORDS</p> <p>Preliminary budget estimates, justifications, cost statements, narrative statements, rough data, and similar materials from internal agency components (individual offices, divisions, programs, etc.) for use in</p>	DESTROY 2 YEARS AFTER CLOSE OF THE FISCAL YEAR TO WHICH THE RECORDS RELATE. [GRS 1.3-040] [DAA-GRS-2015-0006-0005]

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		preparing annual, agency-wide budget requests.		
09/015.0.C	CERTIFICATES OF SETTLEMENT FILES	<p>C. Schedules of certificates of settlement of claims settled by the General Accounting Office.</p> <p>Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records.</p>	<p>DESTROY 2 YEARS AFTER DATE OF SETTLEMENT. [DA: N1-255-94-2] [DA: N1-255-09-1]</p>	
09/016.0.A	TAX FILES	<p>A. WAGE AND TAX STATEMENTS</p> <p>Agency copies of IRS form W-2 (Wage and Tax Statement, IRS form W-3 (Transmittal of Wage and Tax Statements), IRS forms in the 1099 series, and state equivalents.</p>	<p>DESTROY WHEN 4 YEARS OLD. [GRS 2.4-050] (N 4-14) [DAA-GRS-2016-0015-0005]</p>	SORN - NASA 10CFMR
09/016.0.B	TAX FILES	<p>B. Tax withholding and adjustment documents.</p> <p>Employee withholding allowance certificates such as Internal Revenue Service (IRS) W-4 series forms and state equivalents, and records of fringe benefits and expense reimbursements provided to employees.</p>	<p>DESTROY 4 YEARS AFTER FORM IS SUPERSEDED OR OBSOLETE OR UPON SEPARATION OF EMPLOYEE. [GRS 2.4-020] (N 4-12) [DAA-GRS-2016-0015-0002]</p>	SORN - NASA 10CFMR
09/017.0.A.02	PAYROLL RECORDS	<p>A.2. Agency payroll record for each pay period.</p> <p>Aggregate records documenting payroll disbursed in each pay period: base pay, additions to and deductions from pay, and leave balances of all civilian employees within an agency or employing entity.</p>	<p>DESTROY WHEN 56 YEARS OLD. [GRS 2.4-040] [DAA-GRS-2016-0015-0004]</p>	

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09/017.0.C	PAYROLL RECORDS	<p>C. Payroll Program Administrative Records</p> <p>Administrative correspondence between agency and payroll processor, and system reports used for agency workload or personnel management purposes.</p>	<p>DESTROY WHEN 2 YEARS OLD. [GRS 2.4-060] [DAA-GRS-2016-0015-0006]</p>
09/017.0.D	PAYROLL RECORDS	<p>D. Records used to calculate payroll, arrange paycheck deposit, and change previously issued paychecks. Includes:</p> <ul style="list-style-type: none"> • additions to paychecks <ul style="list-style-type: none"> o child care subsidies o Internal Revenue Service form W-9 (Request for Taxpayer Identification Number) o other additions • deductions from paychecks <ul style="list-style-type: none"> o insurance o retirement accounts (e.g. Thrift Savings Plan, my Retirement Account, etc.) o flexible spending accounts, such as medical savings and dependent care assistance o union dues o Combined Federal Campaign o garnishments (IRS form 668A—Notice of Levy—and similar records) o Treasury bond purchases o other deductions • authorizations for deposits into bank accounts • changes or corrections to previous transactions either at paying agency or payroll processor • Fair Labor Standards Act exemption worksheets 	<p>DESTROY 3 YEARS AFTER PAYING AGENCY OR PAYROLL PROCESSOR VALIDATES DATA. [GRS 2.4-010] (N 4-7) [DAA-GRS-2019-0004-0001]</p>

NASA Record Series with Notes

09/018.0	ACCOUNTING ADMINISTRATIVE FILES	Financial management and reporting administrative records Records related to managing financial activities and reporting. Records include: • correspondence • subject files • feeder reports • workload management and assignment records	DESTROY WHEN 3 YEARS OLD. [GRS 1.1-001] (N 2-6) [DAA-GRS-2016-0013-0001]	
09/019.0.C	NONCOMMERCIAL REIMBURSABLE TRAVEL/PASSENGER FILES	C. ALL OTHER OFFICE/COPIES Records and copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [DA: N1-255-94-2] [DA: N1-255-09-1]	
09/020.0.B	TRAVEL AND TRANSPORTATION FILES – GENERAL	B. Accountability records documenting the issue or receipt of accountable documents.	DESTROY WHEN 1 YEAR OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS APPLICABLE. [GRS 5.5-020]	
09/020.0.C	TRAVEL AND TRANSPORTATION FILES – GENERAL	C. Credit card files and documentation show issuance by commercial organizations for reissue to agency personnel for their use while on official travel duty; receipts, registers, or other related documents.	DESTROY CREDIT CARDS AND RELATED PAPERS UPON RECEIPT OF NEW CREDIT CARDS. [DA: N1-255-94-2] [DA: N1-255-09-1]	
09/021.0.A	PASSPORTS ISSUANCE/CONTROL FILES	A. APPLICATION FILES Documents relating to the issuance of official passports, including requests	DESTROY WHEN 3 YEARS OLD OR UPON EMPLOYEE	NOTE: OFFICIAL PASSPORTS SHOULD BE RETURNED TO THE

NASA Record Series with Notes

		for passports, transmittal letters, receipts, and copies of travel authorizations.	SEPARATION OR TRANSFER, WHICH EVER IS SOONER. [GRS 2.2-090]	DEPARTMENT OF STATE UPON EXPIRATION OR UPON THE SEPARATION OF THE EMPLOYEE	
09/021.0.B	PASSPORTS ISSUANCE/CONTR OL FILES	B. ANNUAL REPORTS CONCERNING OFFICIAL PASSPORTS Reports to the Department of State concerning the number of official passports issued and related matters.	DESTROY WHEN 3 YEAR OLD. [GRS 2.2-010]	NOTE: OFFICIAL PASSPORTS SHOULD BE RETURNED TO THE DEPARTMENT OF STATE UPON EXPIRATION OR UPON THE SEPARATION OF THE EMPLOYEE	
09/021.0.C	PASSPORTS ISSUANCE/CONTR OL FILES	C. PASSPORT REGISTERS Registers and lists of agency personnel who have official passports.	DESTROY WHEN SUPERSEDED OR OBSOLETE. [GRS 2.2-091]	NOTE: OFFICIAL PASSPORTS SHOULD BE RETURNED TO THE DEPARTMENT OF STATE UPON EXPIRATION OR UPON THE SEPARATION OF THE EMPLOYEE	
09/023.0.A	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	A. GENERAL INVESTIGATIVE FILES Files containing general information or allegations which are of an investigative nature but do not relate to a specific investigation. Examples include "Zero" files, investigative outreach records, and other administrative matters surrounding the investigations program. Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or	DESTROY WHEN 5 YEARS OLD. [DA: N1-255-00-3] [DA: N1-255-09-1]	Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.	SORN - NASA 10IGDA

NASA Record Series with Notes

a substantial and specific danger to the public health and safety.

Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

09/023.0.B	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	<p data-bbox="508 915 945 1023">B. INTERNAL OIG INVESTIGATIONS Case files developed during internal investigations of OIG employees.</p> <p data-bbox="508 1023 945 1315">Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.</p> <p data-bbox="508 1315 945 1487">Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government</p>	<p data-bbox="945 915 1218 1153">DESTROY 10 YEARS AFTER CASE IS CLOSED OR AFTER THE EMPLOYEE'S SEPARATION, WHICHEVER IS LONGER.</p> <p data-bbox="945 1153 1218 1185">[DA: N1-255-00-3]</p> <p data-bbox="945 1185 1218 1218">[DA: N1-255-09-1]</p>	<p data-bbox="1218 915 1491 1120">Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.</p>	SORN - NASA 10IGDA
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NASA Record Series with Notes

and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

09/023.0.C	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	<p>C. INVESTIGATIVE CASE FILES All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by Agency officials or others.</p> <p>Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.</p> <p>Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.</p>	<p>DESTROY 10 YEARS AFTER FILE IS CLOSED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>	<p>Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.</p>	SORN - NASA 10IGDA
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NASA Record Series with Notes

		<p>Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.</p>			
09/023.0.D.01	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	<p>D.1. SIGNIFICANT CASE FILES Cases that attract national media attention, result in a Congressional investigation, or result in substantive change in Agency policy or procedures are non-exclusive instances of significant cases. Significant cases will be selected by the NASA Office of Inspector General Assistant Inspector General for Investigations.</p> <p>Official case file – records created during the investigation and used to develop the final report.</p> <p>Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.</p> <p>Also included are investigative files relating to a variety of administrative matters such as potential or actual tort</p>	<p>*PERMANENT* TRANSFER TO THE NATIONAL ARCHIVES 10 YEARS AFTER FILE IS CLOSED. [DA: N1-255-00-3]</p>	<p>Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.</p>	SORN - NASA 10IGDA

NASA Record Series with Notes

claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

09/023.0.D.02	INSPECTOR GENERAL INVESTIGATIONS CASE FILES	<p data-bbox="508 721 945 1057">D.2. SIGNIFICANT CASE FILES Cases that attract national media attention, result in a Congressional investigation, or result in substantive change in Agency policy or procedures are non-exclusive instances of significant cases. Significant cases will be selected by the NASA Office of Inspector General Assistant Inspector General for Investigations.</p> <p data-bbox="508 1073 945 1284">Background files, notes, duplicate copies, and other materials collected during the investigation but not incorporated into the official case file and not used to develop the final report.</p> <p data-bbox="508 1300 945 1476">Case files developed, regardless of format, during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, mismanagement, gross</p>	<p data-bbox="961 721 1209 797">DESTROY 10 YEARS AFTER FILE IS CLOSED.</p> <p data-bbox="961 797 1209 829">[DA: N1-255-00-3]</p> <p data-bbox="961 829 1209 862">[DA: N1-255-09-1]</p>	<p data-bbox="1226 721 1486 927">Note: A file is not closed until all judicial and administrative avenues and considerations have been finally exhausted.</p>	SORN - NASA 10IGDA
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NASA Record Series with Notes

waste of funds, abuse of authority, or a substantial and specific danger to the public health and safety.

Also included are investigative files relating to a variety of administrative matters such as potential or actual tort claims for and against the Government and management and program studies.

Cases relate to agency personnel and programs and operations administered or financed by the Agency, including contractors and others having a relationship with the Agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

09/024.0.A

POLICY AND
PROCEDURE FILES
- HQ ONLY

A. RECORD COPY

One record copy of each if not included in the Agency's permanent set of master directives files or the record set of publications.

Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management

* PERMANENT *

CLOSE SET OF
DIRECTIVES OR
PUBLICATIONS WHEN
SUPERSEDED OR
OBSOLETE. TRANSFER
TO THE NATIONAL
ARCHIVES IN 5 YEAR
BLOCKS WHEN 10
YEARS OLD.

[DA: N1-255-00-3]

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Control, Audit Liaison, and Audit Follow-up.			
09/024.0.B	POLICY AND PROCEDURE FILES - HQ ONLY	<p>B. WORKING PAPERS AND BACKGROUND MATERIALS</p> <p>Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p>	<p>DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.0.C	POLICY AND PROCEDURE FILES - HQ ONLY	<p>C. ALL OTHER OFFICES/COPIES</p> <p>Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Records can consist of manual, handbooks, directives, and working papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p>	<p>DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.5.A	INSPECTIONS AND ASSESSMENTS FILES	<p>A. OFFICE CONDUCTING REVIEW</p> <p>Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation.</p>	<p>CLOSE FILE AT END OF FISCAL YEAR AFTER CLOSE OF CASE. DESTROY 10 YEARS AFTER CLOSE OF CASE. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>

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09/024.5.B	INSPECTIONS AND ASSESSMENTS FILES	<p>B. ORGANIZATION BEING REVIEWED</p> <p>Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation.</p>	<p>CLOSE FILE AFTER CLOSURE OF ALL RECOMMENDATIONS. DESTROY 3 YEARS AFTER CLOSE OF FILE.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.5.C	INSPECTIONS AND ASSESSMENTS FILES	<p>C. ALL OTHER OFFICE COPIES</p> <p>Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation.</p>	<p>CLOSE FILE AFTER CLOSURE OF ALL RECOMMENDATIONS. DESTROY 3 YEARS AFTER CLOSE OF FILE.</p> <p>[DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/024.5.D.01	INSPECTIONS AND ASSESSMENTS FILES	<p>D.1. SIGNIFICANT CASE FILES</p> <p>The case attracts national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures. Significant cases will be selected by the NASA Office of Inspector General based on the criteria listed in this item.</p> <p>Official case file – records created during evaluations and used to develop the final report. Documents are maintained in official case folders.</p> <p>Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports,</p>	<p>*PERMANENT*</p> <p>TRANSFER TO THE NATIONAL ARCHIVES 10 YEARS AFTER FILE IS CLOSED.</p> <p>[DA: N1-255-00-3]</p>

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		correspondence, memoranda, and documentation.	
09/024.5.D.02	INSPECTIONS AND ASSESSMENTS FILES	<p>D.2. SIGNIFICANT CASE FILES The case attracts national media attention, results in a Congressional investigation, or results in substantive change in Agency policy or procedures. Significant cases will be selected by the NASA Office of Inspector General based on the criteria listed in this item.</p> <p>Background files, notes, duplicate copies, and other materials collected during evaluations but not incorporated into the official case file and not used to develop the final report.</p> <p>Case files of inspections and assessments of Agency programs, operations, procedures, and those relating to contractors and grantees. Files consist of reports, correspondence, memoranda, and documentation.</p>	<p>DESTROY 10 YEARS AFTER FILE IS CLOSED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/025.0.A.01	AUDIT FILES	<p>A.1. DEFENSE MATERIALS SYSTEM (DMS) AUDITS Audit reports and related papers pertaining to the DMS. Office of Primary Responsibility.</p>	<p>DESTROY WHEN 5 YEARS OLD. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-2, N 17-16)</p>
09/025.0.A.02	AUDIT FILES	<p>A.2. DEFENSE MATERIALS SYSTEM (DMS) AUDITS Audit reports and related papers pertaining to the DMS.</p> <p>All other offices/copies.</p>	<p>DESTROY WHEN 3 YEARS OLD. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/025.0.B.01	AUDIT FILES	B.1. INTERNAL IG	CLOSE FILE AT END OF FISCAL YEAR AFTER

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		Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers.	CLOSE OF CASE. DESTROY 8 YEARS AFTER CLOSE OF CASE. [DA: N1-255-00-3] [DA: N1-255-09-1]
		Office conducting review.	
09/025.0.B.02	AUDIT FILES	B.2. INTERNAL IG Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers.	KEEP FOR 3 YEARS. DESTROY AFTER 8 YEARS OR WHEN NO LONGER NEEDED. [DA: N1-255-00-3] [DA: N1-255-09-1]
		Organization being audited. (Record cutoff date is date of audit report.)	
09/025.0.B.03	AUDIT FILES	B.3. INTERNAL IG Case files of internal audits of Agency programs, operations, procedures, external audits of contractors and grantees. Files consist of audit reports, correspondence, memoranda, and supporting working papers.	DESTROY 3 YEARS AFTER DATE OF AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1]
		All other offices/copies.	
09/026.0.A	SEMIANNUAL REPORT TO CONGRESS	A. RECORD COPY OF REPORT (HQ ONLY) Reports prepared by the statutory OIG's and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the 6-month periods ending March 31 and September 30. For details on the composition of these reports, see	* PERMANENT * CLOSE FILE UPON TRANSMISSION TO CONGRESS. TRANSFER TO THE NATIONAL ARCHIVES IN 5 YEAR BLOCKS WHEN 5 YEARS OLD. [DA: N1-255-00-3]

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		Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix.	
09/026.0.B	SEMIANNUAL REPORT TO CONGRESS	<p>B. WORKING AND BACKGROUND PAPERS</p> <p>Reports prepared by the statutory OIG's and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the 6-month periods ending March 31 and September 30. For details on the composition of these reports, see Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix.</p>	<p>DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/026.0.C	SEMIANNUAL REPORT TO CONGRESS	<p>C. ALL OTHER OFFICES/COPIES</p> <p>Reports prepared by the statutory OIG's and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the 6-month periods ending March 31 and September 30. For details on the composition of these reports, see Section 5, Public Law 95-452, as amended by 5 U.S.C. Appendix.</p>	<p>DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/028.0.A.01	GAO AUDITS	<p>A.1. NASA</p> <p>Case files on GAO audits of NASA activities. Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>Headquarters liaison office for GAO audits.</p>	<p>DESTROY 8 YEARS AFTER DATE OF AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-1)</p>

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09/028.0.A.02	GAO AUDITS	<p>A.2. NASA Case files on GAO audits of NASA activities. Includes GAO audit reports, correspondence, certificates of clearance, notice of completion, and all related papers. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>Organization audited or organization controlling audited NASA Contracts. (Record cutoff date is date of audit report.)</p>	<p>KEEP FOR 3 YEARS. DESTROY AFTER 8 YEARS OR WHEN NO LONGER NEEDED. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/028.0.B.01	GAO AUDITS	<p>B.1. CONTRACTORS Case files on GAO audits of NASA contractors.</p> <p>Cognizant procurement office.</p>	<p>DESTROY WITH RELATED CONTRACT FILE. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-3)</p>
09/028.0.B.02	GAO AUDITS	<p>B.2. CONTRACTORS Case files on GAO audits of NASA contractors.</p> <p>All other offices/copies.</p>	<p>DESTROY 3 YEARS AFTER AUDIT. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/029.0.A.01	AUDITS OF CONTRACTORS	<p>A.1. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>Office performing the review. Recordkeeping Copy.</p>	<p>DESTROY 8 YEARS AFTER DATE OF FINAL AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-4)</p>

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09/029.0.A.02	AUDITS OF CONTRACTORS	<p>A.2. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>Cognizant procurement office.</p>	<p>DESTROY WITH RELATED CONTRACT FILE. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/029.0.A.03	AUDITS OF CONTRACTORS	<p>A.3. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>Other NASA Audit offices.</p>	<p>DESTROY 3 YEARS AFTER DATE OF FINAL AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/029.0.A.04	AUDITS OF CONTRACTORS	<p>A.4. NASA Case files on NASA audits of contractors, including papers related to NASA audits for other Government agencies, such as DoD. Additional reference is found in NPR 1200.1, Management Control, Audit Liaison, and Audit Follow-up.</p> <p>All other offices/copies.</p>	<p>DESTROY 1 YEAR AFTER DATE OF FINAL AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1]</p>
09/029.0.B.01	AUDITS OF CONTRACTORS	<p>B.1. OTHER AUDITS OF NASA CONTRACTORS Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.</p>	<p>DESTROY 3 YEARS AFTER DATE OF AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1] (N 6-5)</p>

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		Cognizant regional audit office. Recordkeeping Copy.	
09/029.0.B.02	AUDITS OF CONTRACTORS	B.2. OTHER AUDITS OF NASA CONTRACTORS Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.	DESTROY WITH RELATED CONTRACT FILE. [DA: N1-255-94-2] [DA: N1-255-09-1]
		Cognizant procurement office.	
09/029.0.B.03	AUDITS OF CONTRACTORS	B.3. OTHER AUDITS OF NASA CONTRACTORS Includes Defense Contract Audit Agency (DCAA) and HHS audit reports, correspondence, and all related papers.	DESTROY 1 YEAR AFTER DATE OF AUDIT REPORT. [DA: N1-255-00-3] [DA: N1-255-09-1]
		All other offices/copies.	

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NRRS 10: DOCUMENTS COMMON TO MOST OFFICES

This schedule furnishes authoritative instructions approved by NARA for the retention, retirement, or destruction of documentation often considered non-record material that is commonly held by NASA Centers or other offices. This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future. The item descriptions in Schedule 10 pertain to material considered disposable and that is created and/or held by most, if not all, offices within NASA. Record series within this schedule are considered to be the unofficial or non-record copy, while Schedules 1 through 9 cover all official record material

10/002.0	ROUGH DRAFTS, WORKING NOTES	Notes, records from which reports, staff papers, and other documents have been prepared and approved.	DESTROY WHEN NO LONGER NEEDED. [DA: N1-255-09-1]
10/003.0	STENOGRAPHIC NOTEBOOKS	Notebooks from which notes have been transcribed.	DESTROY WHEN NOTES HAVE BEEN TRANSCRIBED OR NO LONGER NEEDED WHICHEVER IS SOONER. [DA: N1-255-09-1]
10/006.0.B	LETTERS – GENERAL	B. Letters and notes of simple acknowledgement, and expressions of appreciation for cooperation and assistance.	DESTROY WHEN ONE YEAR OLD. [DA: N1-255-94-1, Schedule 1/78/D] [DA: N1-255-09-1]
10/007.0.A.01	OFFICE WORKING FILES – DUPLICATE COPIES	A. CORRESPONDENCE 1. Internal memoranda regarding details of office management, forwarding of checks, arrangements for leave, for travel, general cooperation, itineraries.	DESTROY WHEN ONE YEAR OLD. [DA: N1-255-94-1, Schedule 1/78/D] [DA: N1-255-09-1]
10/007.0.A.03	OFFICE WORKING FILES – DUPLICATE COPIES	A. CORRESPONDENCE 3. Correspondence regarding plans for conferences and meetings, invitations to attend and acceptances or regrets, notices, arrangements for space and facilities, arrangements for chairperson, or speakers, EXCLUDING the record copy of final approved agenda or programs, minutes, transcripts or proceedings, speeches	DESTROY WHEN ONE YEAR OLD. ALSO SEE SCHEDULE 1. [DA: N1-255-94-1, Schedule 1/78/D] [DA: N1-255-09-1]

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		delivered, and comments made at or after the meetings or conferences.	
10/007.0.B.02	OFFICE WORKING FILES – DUPLICATE COPIES	B. REQUESTS 2. Requests for duplicating, for photography, for the preparation of graphics or charts, for stenographic services.	DESTROY WHEN ONE YEAR OLD. OFFICE OF PRIMARY RESPONSIBILITY (OPR) SEE SCHEDULE 2. [DA: N1-255-09-1]
10/008.0	OBSOLETE MAILING LISTS	Obsolete mailing lists, notices of corrections to mailing lists, correspondence and memoranda regarding changes or corrections to mailing or distribution lists.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR WHEN CUSTOMER REQUESTS THE AGENCY TO REMOVE THE RECORDS. [GRS 6.5-020]
10/009.0	OBSOLETE FORMS	Obsolete blank forms.	DESTROY IMMEDIATELY. [DA: N1-255-09-1]
10/010.0	INFORMATION ONLY COPIES	Issuances, notices, reports, releases, tabulations, and publications of other agencies or private industry submitted or received for general information purposes only.	DESTROY WHEN ONE YEAR OLD. [DA: N1-255-94-1, Schedule 1/78/D] [DA: N1-255-09-1]
10/011.0	VOLUNTARY ACTIVITIES / CHARITIES	Records pertaining to charity drives and other voluntary activities not part of the regularly assigned functions of the Agency.	DESTROY WHEN ONE YEAR OLD. ALSO SEE SCHEDULE 3. [DA: N1-255-09-1]
10/012.0	FILE COPY OF TIME AND ATTENDANCE REPORTS	Timekeeper copies, in each office, of individual time and attendance reports.	SEE SCHEDULE 3.
10/013.0	REFERENCE DATA	Minor items of reference data sent to Centers solely for their information	DESTROY WHEN ONE YEAR OLD.

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		and not requiring any specific administrative action.	[DA: N1-255-94-1, Schedule 1/78/D] [DA: N1-255-09-1]	
10/014.0	EXCESS OFFICE SUPPLIES	Excess, unused, office supplies and forms which are not needed in the operation of the office.	RETURN TO STOCK.	
10/015.0.A	PUBLICATIONS AND OTHER PRINTED MATERIALS	A. Telephone Directories—obsolete/superseded	DESTROY IMMEDIATELY. OPR SEE SCHEDULE 1. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set— including obsolete and superseded items.
10/015.0.B	PUBLICATIONS AND OTHER PRINTED MATERIALS	B. Manual issuance's - obsolete/superseded	DESTROY IMMEDIATELY. OPR SEE SCHEDULE 1. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set— including obsolete and superseded items.
10/015.0.C	PUBLICATIONS AND OTHER PRINTED MATERIALS	C. Commercial and industrial catalogs and price lists—obsolete/superseded.	DESTROY IMMEDIATELY. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set— including obsolete and superseded items.
10/015.0.D	PUBLICATIONS AND OTHER PRINTED MATERIALS	D. Publications from other Government agencies which are not in current use, e.a., old Government Organization Manuals, etc.	DESTROY IMMEDIATELY. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete

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				set– including obsolete and superseded items.
10/015.0.E	PUBLICATIONS AND OTHER PRINTED MATERIALS	E. Extra or stock copies of documents no longer needed for distribution purposes.	DESTROY OR RETURN TO STOCK. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.F	PUBLICATIONS AND OTHER PRINTED MATERIALS	F. Formal NASA Reports, extras (TNs, TMs, TRs, SPs, CPs, CRs, etc.)	SEND TO CENTER LIBRARY	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.G	PUBLICATIONS AND OTHER PRINTED MATERIALS	G. NASA Contractor Reports	SEE SCHEDULE 5.	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.H	PUBLICATIONS AND OTHER PRINTED MATERIALS	H. Contractor Progress Reports ☐ Over 2 years old.	DESTROY IMMEDIATELY.	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.I	PUBLICATIONS AND OTHER	I. Technical magazines, periodicals.	DESTROY WHEN NO LONGER NEEDED.	NOTE: The office of origin or office of

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	PRINTED MATERIALS		[DA: N1-255-09-1]	primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.J	PUBLICATIONS AND OTHER PRINTED MATERIALS	J. Congressional Directories/Records – obsolete copies.	DESTROY IMMEDIATELY. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.K	PUBLICATIONS AND OTHER PRINTED MATERIALS	K. Federal Registers -- obsolete copies.	DESTROY IMMEDIATELY. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.
10/015.0.L	PUBLICATIONS AND OTHER PRINTED MATERIALS	L. Appropriation Hearings - duplicate copies.	DESTROY IMMEDIATELY OR SEND TO INSTALLATION HISTORIAN. [DA: N1-255-09-1]	NOTE: The office of origin or office of primary responsibility, of any published material should maintain one complete set– including obsolete and superseded items.